

eVitals Funeral Home Users Training Guide

Pennsylvania Department of Health

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Version History

Changes	Version #	Date	Approver
Document Creation	1.0	19 August 2024	Department of Health

1. Introduction

Welcome to eVitals, the Pennsylvania Department of Health's new vital records management system for death reporting. This system will support the electronic registration and records management of birth and death records.

eVitals modernizes the electronic registration and management of Pennsylvania's vital records. This effort includes expanding integration with third-party software; improvements in managing Pennsylvania's 25 million vital records and improved in-person experiences when ordering services at one of our six Vital Records public offices.

Purpose

The purpose of this training guide is to provide learners at funeral homes with a comprehensive training guide for reporting a death in eVitals.

Audience

This document is intended for the following users at licensed funeral homes.

- Funeral Home Directors
- Funeral Home Data Entry Users

The intent of this document is to provide users, regardless of experience, with a one-stop-shop for working with cases when reporting a death.

Resources

- eVitals production link when available

Benefits of eVitals

As a Funeral Home user, you will have the ability to:

- Update the Place of Death field
- Run canned reports
- Access queues to help manage your workload
- Drop to Paper automatically when the case is signed, and a medical worksheet is attached to help expedite case registration
- View issues with the case in the Case Messages tab

Accessing eVitals

Please visit the eVitals document library for information on the following:

- Change Business Partner email or password.
- Change Business Partner security questions.
- Retrieve Business Partner forgotten username or password.
- Request access to a new facility.

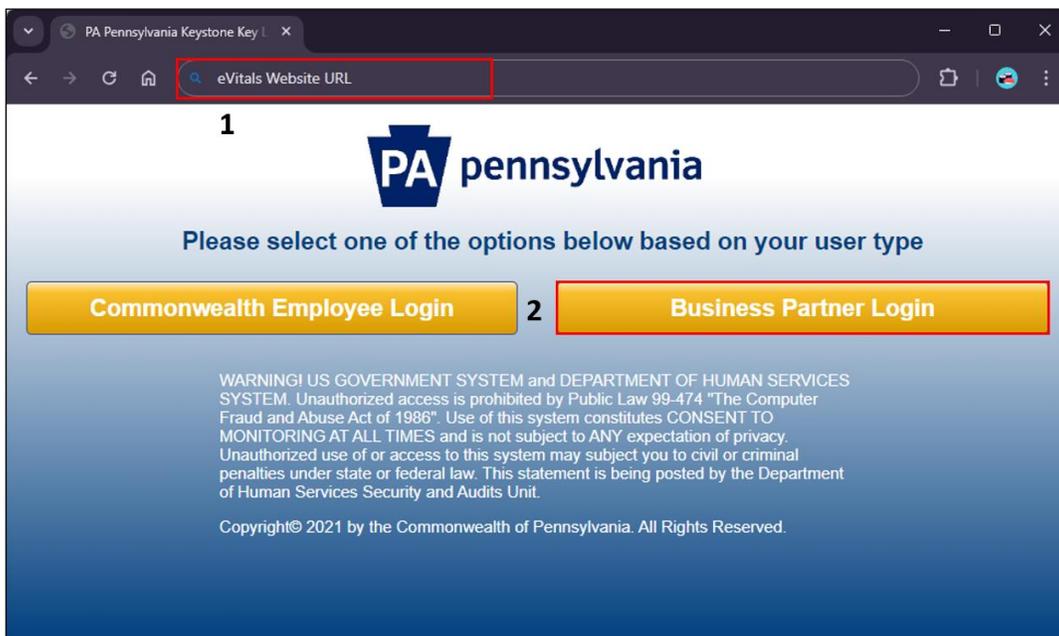
You can access the eVitals document library [here](#).

Logging into eVitals

1. Enter the URL you were provided into the browser window.

NOTE: eVitals will work in any browser, however we recommend that you use the current version of Microsoft Edge or Google Chrome for optimal performance.

2. Click the **Business Partner Login** button.



3. Enter your **Username** and **Password**, then click the **Login** button.

PA pennsylvania

3 Keystone Key

c-jepickles

.....

LOGIN

Self-service for Business Partner

- [Forgot User ID](#)
- [Forgot Password](#)
- [Register for eVitals](#)
- [Edit Profile](#)

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit.

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4. Enter your **Security Pin**, then click the **Submit** button to continue.

PA pennsylvania [Help](#)

Enter Your Security PIN

Enter Your Security PIN

Please enter the Security PIN that you have chosen for advanced authentication during enrollment in the field below and click the "Submit" button.

If you have forgotten your Security PIN, click on the "Forgot PIN?" link below and complete the process to reset your Security PIN.

Username: c-jepickles

Security PIN: [Forgot PIN?](#)

4

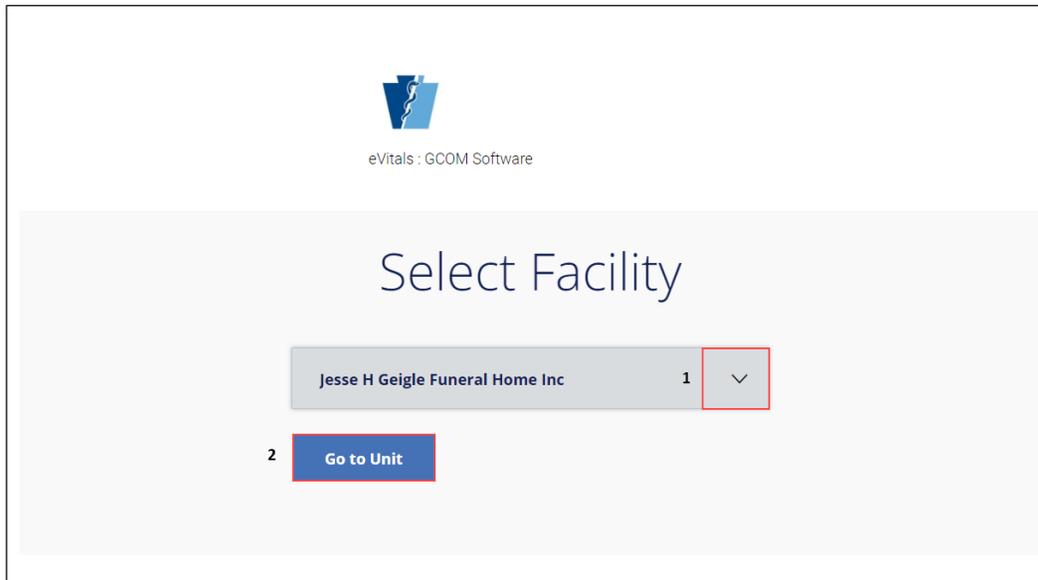
SUBMIT

Accessing Multiple Facilities

If you are associated with one facility, you are taken to the eVitals dashboard, also called the Home Page. If you are associated with multiple facilities, you are prompted to select the facility you want to work from.

Selecting a Facility

1. Select a facility from the drop-down list.
2. Click **Go to Unit** button.



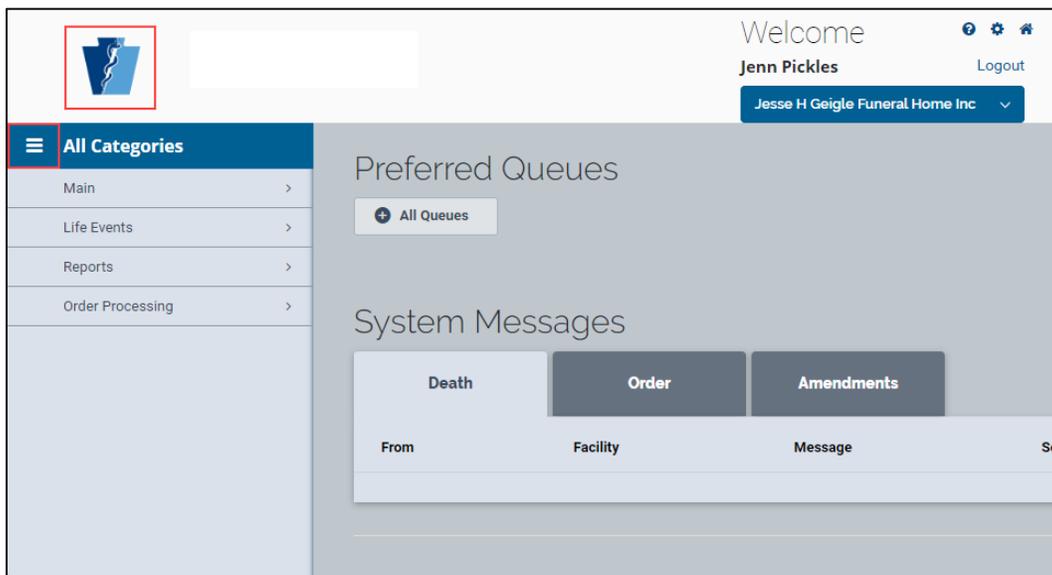
Navigating the Dashboard

The eVitals dashboard is your homepage to managing and working with death cases created by your facility and cases sent to your facility from another facility. On the left side of your dashboard is the **Navigation Panel**. You can access your dashboard from anywhere in eVitals by clicking the **Department of Health logo** in the upper-left corner of your screen.

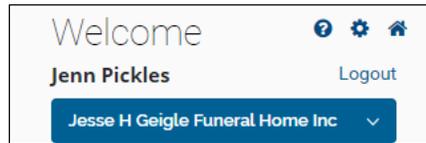
Click the **Navigation Menu** button  in the Navigation Panel to expand the categories.

Depending on your job role, you may only see certain categories:

- **Main** – Request access to a new facility, view the status of the request, set up preferred queues, view your profile.
- **Life Events** – Search for an existing case, create a new case.
- **Reports** – View and run canned facility reports.
- **Order Processing** – Search for orders requested.



In the upper-right corner of your Dashboard, the Welcome text displays. Below the Welcome text is a drop-down list you can use to change facilities if you are associated to more than one facility. Above the drop-down is the Logout link. To prevent any issues the next time you log into eVitals, click the Logout link at the end of each session.



There are three icons above the Logout link:



The **Help** icon displays student manuals, job aids/quick reference guides for eVitals.



The **Gear** icon displays your profile information. You can view your personal information, your facilities and roles information, and login history.



The **Home** button returns you to your dashboard regardless of where you are in eVitals.

As a case progresses through the creation process it moves across multiple queues. A case will sit in a queue until it is ready to be worked. Depending on your role, you can view a list of all queues a case can sit in via your dashboard.

Accessing Queues

You can manage your workload by monitoring the queues on your dashboard. You can view the queues you have access to by displaying the queues under the **Queue List** or setting up **Preferred Queues**.

The Queue List displays a repository for cases depending on their case status. Next to each queue name is the count of how many cases are sitting in that queue and then on the far right displays the age of the oldest case in the queue.

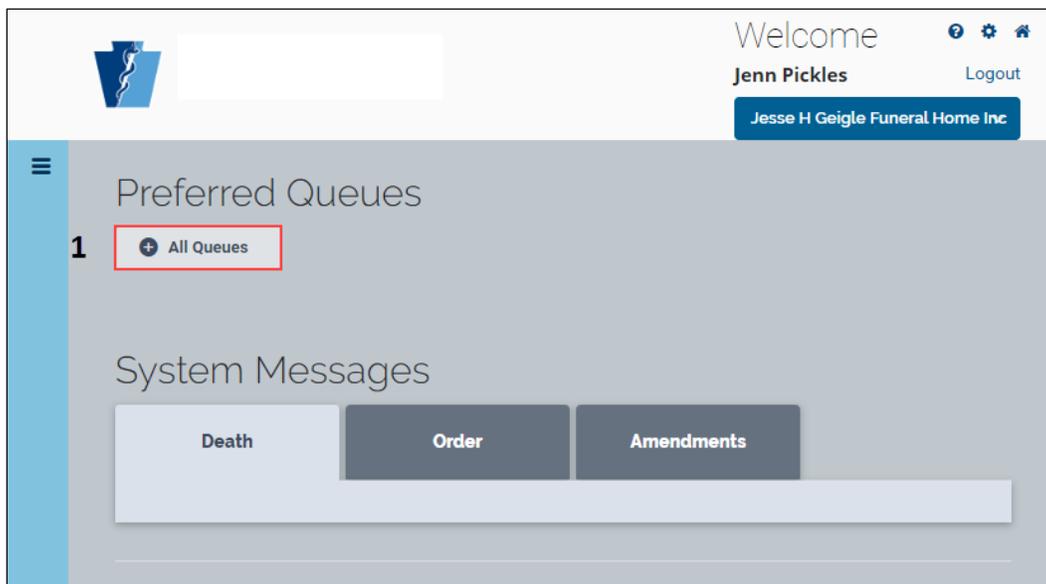
Certification Required Death	1	15 days 2 hours old
Death New Event	7	61 days 17 hours old
Duplicate- Exact	1	5 days 4 hours old

You can use the colors to help manage productivity at your facility and to ensure that deaths are reported to the Department of Health in the required timeframe. (All deaths must be reported within four business days.)

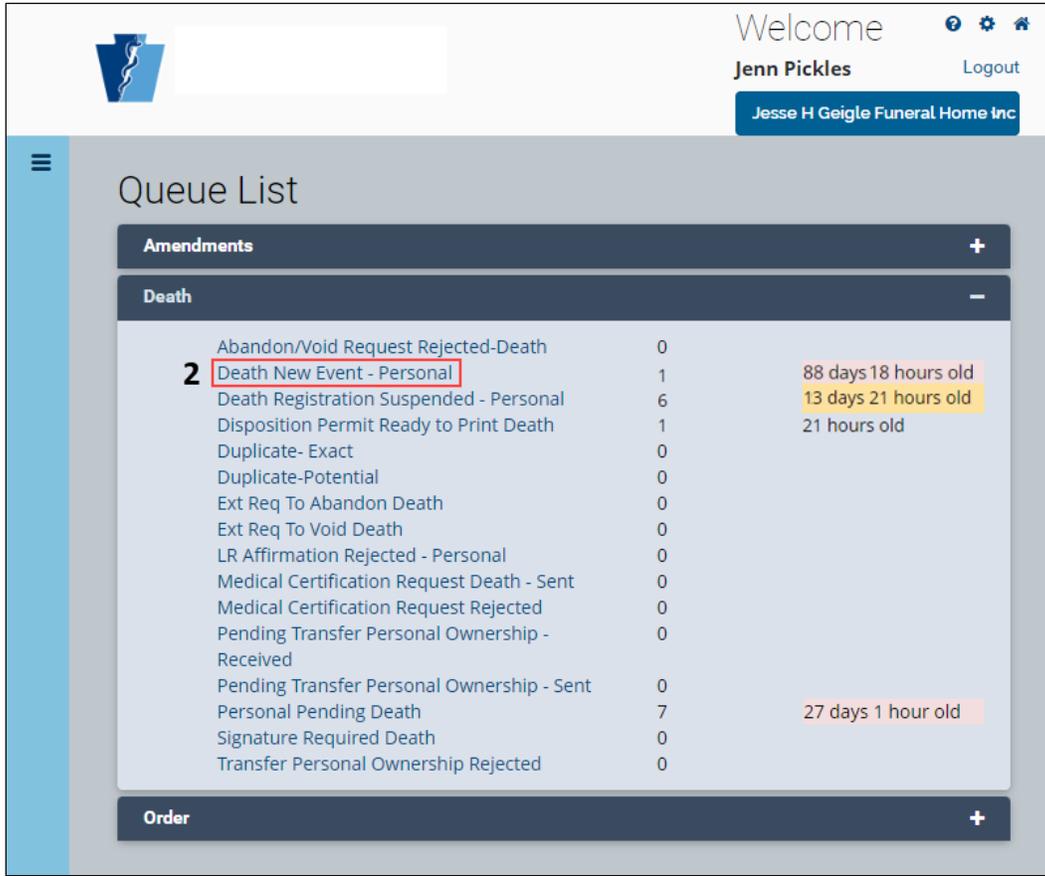
- **Red** – The oldest case is 25 days or older.
- **Yellow** – The oldest case is between 10 – 24 days old.
- **No color** – The oldest case is less than 10 days old.

Viewing the Queue List

1. Click **All Queues** button  to display the list of queues.



1. Click the name of the queue you would like to view the cases.



Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Queue List

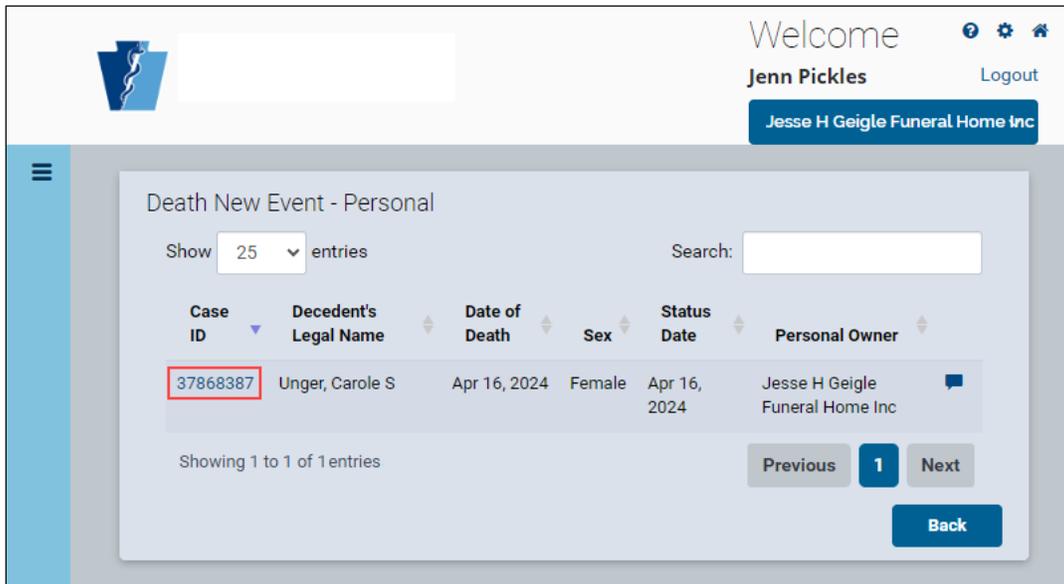
Amendments +

Death -

Abandon/Void Request Rejected-Death	0	
2 Death New Event - Personal	1	88 days 18 hours old
Death Registration Suspended - Personal	6	13 days 21 hours old
Disposition Permit Ready to Print Death	1	21 hours old
Duplicate- Exact	0	
Duplicate-Potential	0	
Ext Req To Abandon Death	0	
Ext Req To Void Death	0	
LR Affirmation Rejected - Personal	0	
Medical Certification Request Death - Sent	0	
Medical Certification Request Rejected	0	
Pending Transfer Personal Ownership - Received	0	
Pending Transfer Personal Ownership - Sent	0	
Personal Pending Death	7	27 days 1 hour old
Signature Required Death	0	
Transfer Personal Ownership Rejected	0	

Order +

3. Click the **Case ID** to display the case.



Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Death New Event - Personal

Show 25 entries Search:

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date	Personal Owner
37868387	Unger, Carole S	Apr 16, 2024	Female	Apr 16, 2024	Jesse H Geigle Funeral Home Inc

Showing 1 to 1 of 1 entries

Previous **1** Next

Back

The case opens to the Decedent tab.

Department of Health

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Return to Queue Save

Case ID: 37868387 Decedent Name: Carole S Unger Event Date: Apr-16-2024
Death Place: UPMC Community Osteopathic

Case Status: Migrated from Legacy System | New Event | Personal Pending | Uncertified | Unsigned | Unregistered

Decedent

Decedent

First Name Carole **Middle Name** S
Last Name Unger **Suffix** Select one
Sex Female x
Gender Designation (if different than sex) Select one

Aliases Add

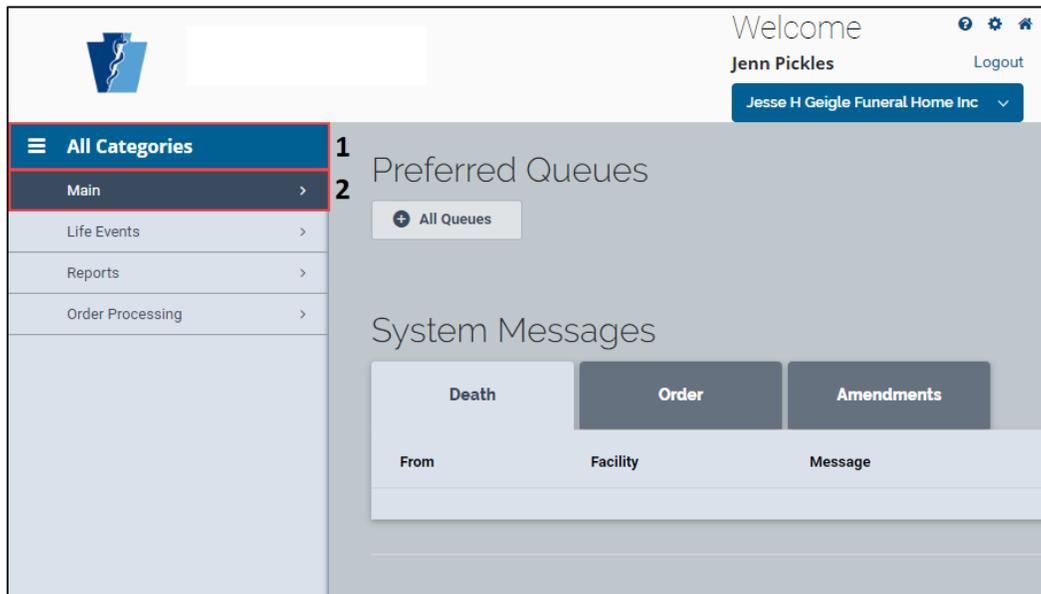
NOTES

Viewing Preferred Queues

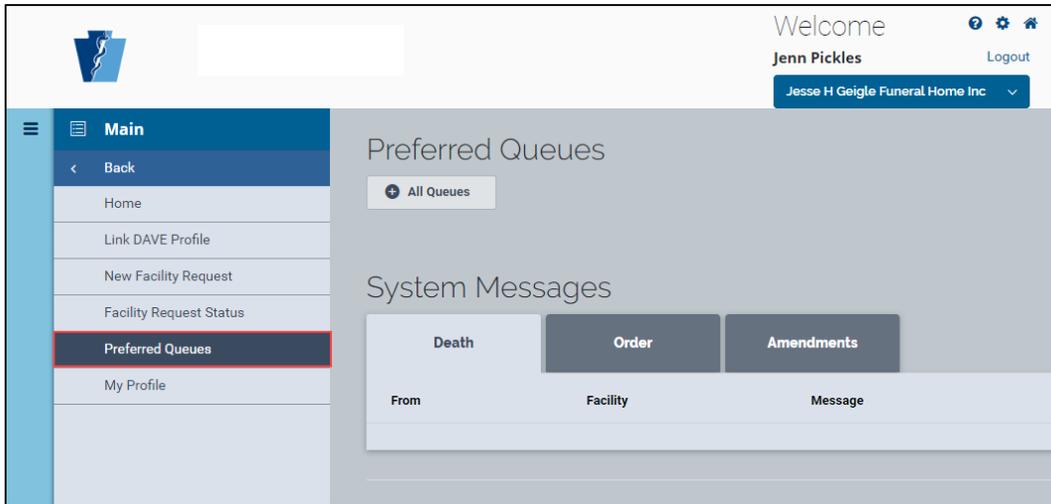
Preferred Queues are a list of frequently accessed queues that you display on your dashboard. You can use the queues to monitor productivity, workload, or follow processes your organization may have in place for case handling. If you have access to multiple facilities, then you can set up different preferred queues for each facility. When setting up Preferred Queues, you can set up a maximum of seven queues.

Setting Up Preferred Queues

1. Click the **Navigation Menu**  button in the Navigation Panel to expand the categories.
2. Click the **Main** category to further expand the options. The additional options will display.



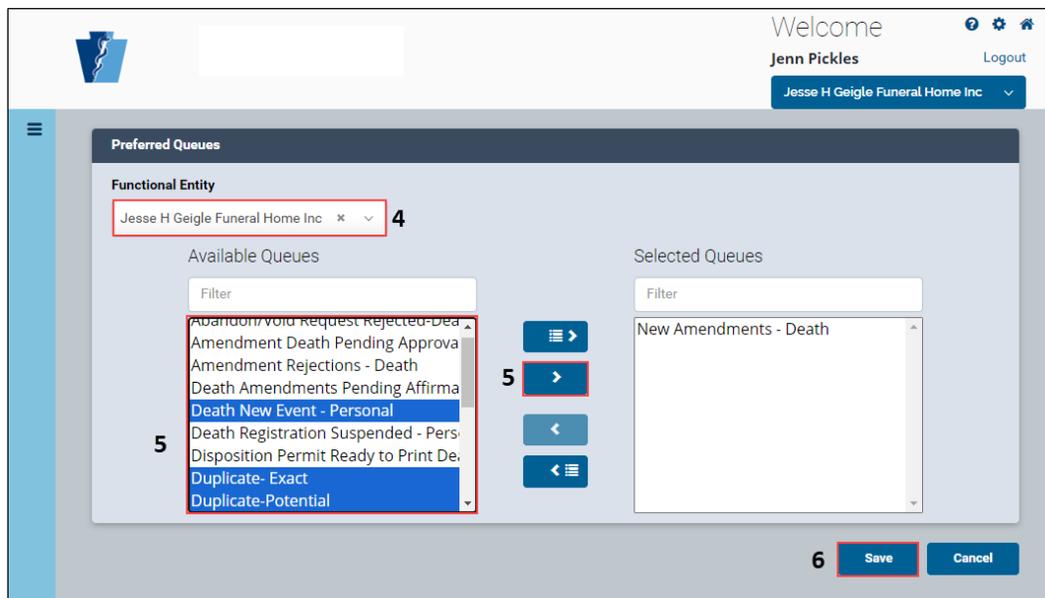
3. Click Preferred Queues tab.



4. If you are associated with multiple facilities, select the facility you are setting up Preferred Queues for from the drop-down list.
5. Select the queue you would like to add from the Available Queues list, then click the  Add button to move it to the Selected Queues list.

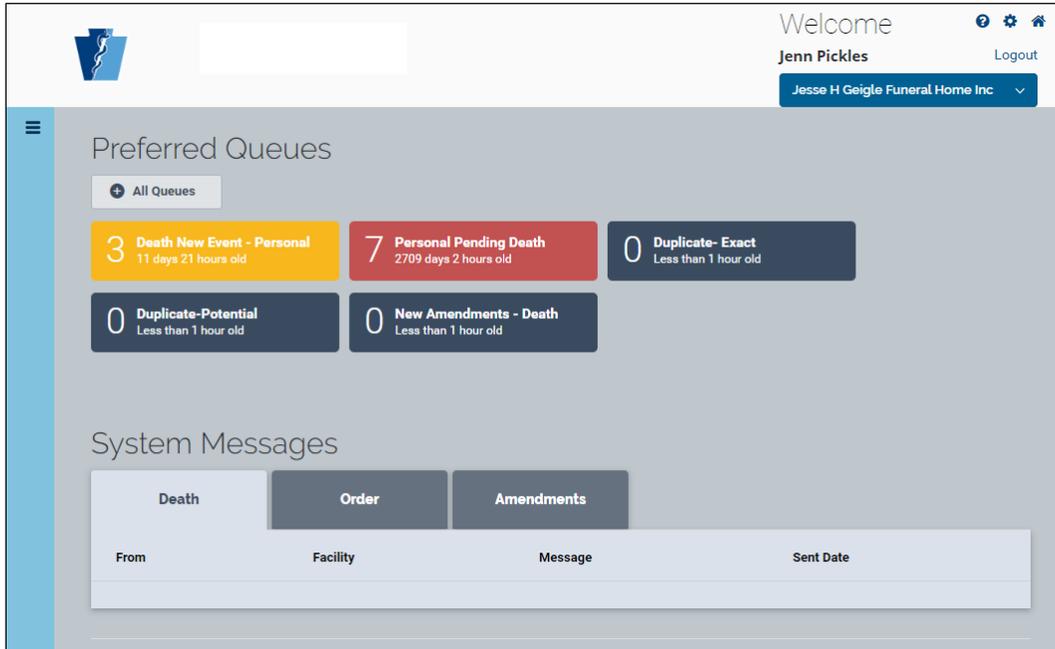
NOTE: Hold down the Ctrl key on your keyboard and select up to seven queues to add to your Selected Queues list.

6. Click the **Save** button to continue.



The queues you selected will display on your dashboard. Similar to the queues that display under the **All Queues** list, your Preferred Queues are color coded based on the age of the oldest in the queue:

- **Red** – The oldest case is 25 days or older.
- **Yellow** – The oldest case is between 10 – 24 days old.
- **No color** – The oldest case is less than 10 days old.

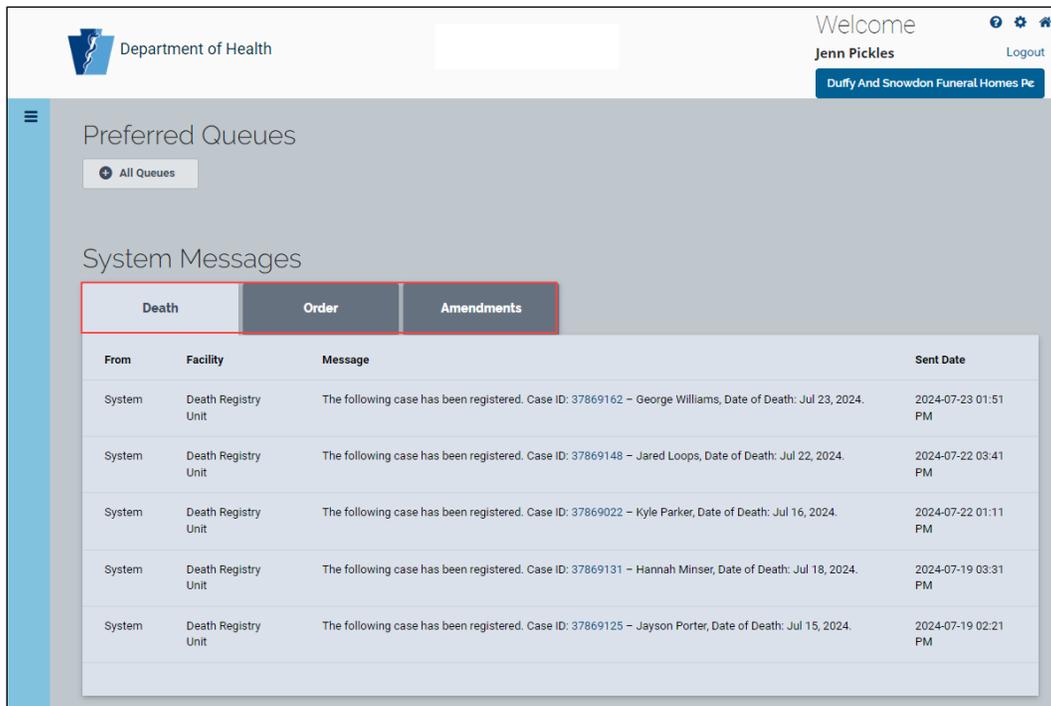


The screenshot shows a dashboard interface for a user named Jenn Pickles. The top right corner displays a welcome message, the user's name, a 'Logout' button, and the current facility: 'Jesse H Geigle Funeral Home Inc'. The main section is titled 'Preferred Queues' and contains a filter for 'All Queues'. There are five queue cards: 'Death New Event - Personal' (3 items, 11 days 21 hours old, yellow), 'Personal Pending Death' (7 items, 2709 days 2 hours old, red), 'Duplicate- Exact' (0 items, less than 1 hour old, dark blue), 'Duplicate-Potential' (0 items, less than 1 hour old, dark blue), and 'New Amendments - Death' (0 items, less than 1 hour old, dark blue). Below this is a 'System Messages' section with tabs for 'Death', 'Order', and 'Amendments'. A table header is visible with columns: 'From', 'Facility', 'Message', and 'Sent Date'.

System Messages

System Messages are job-role specific messages that display on your dashboard. They display according to the facility you are logged into. You may receive notifications about case messages, approved case registrations, case suspensions, or direct messages from the Death Registry Unit related to cases in the event of a query on the Death tab. On the Order tab, you may receive messages about orders issued for death certificate orders you have placed and if you have access to the Amendments tab, you may see messages related to any amendments submitted on that tab.

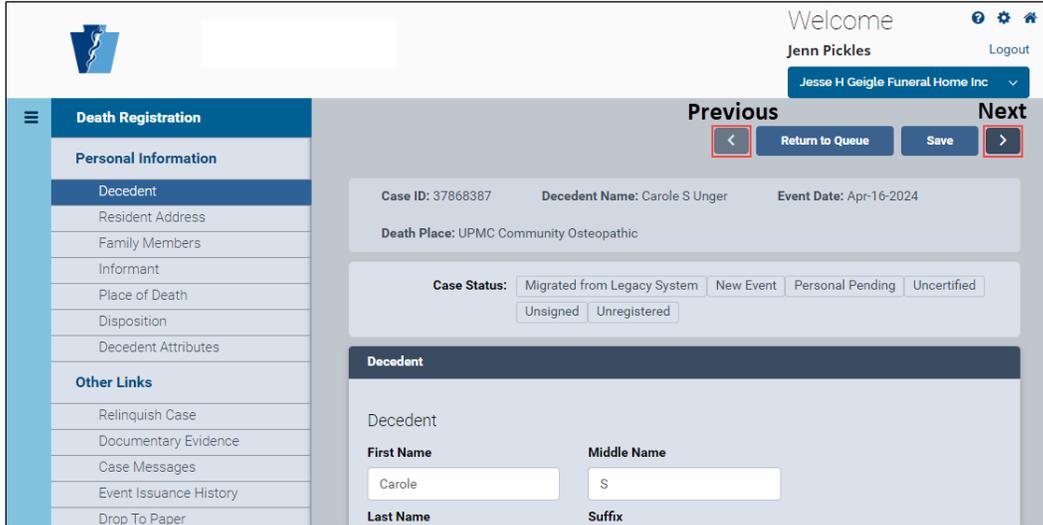
Only the 10 most recent messages will display at a time.



The screenshot shows a web interface for the Department of Health. At the top right, it says "Welcome Jenn Pickles" with a "Logout" link and a user name "Duffy And Snowdon Funeral Homes Pe". Below this is a "Preferred Queues" section with a button for "All Queues". The main section is titled "System Messages" and has three tabs: "Death", "Order", and "Amendments". The "Death" tab is selected and highlighted with a red border. Below the tabs is a table of messages.

From	Facility	Message	Sent Date
System	Death Registry Unit	The following case has been registered. Case ID: 37869162 – George Williams, Date of Death: Jul 23, 2024.	2024-07-23 01:51 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869148 – Jared Loops, Date of Death: Jul 22, 2024.	2024-07-22 03:41 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869022 – Kyle Parker, Date of Death: Jul 16, 2024.	2024-07-22 01:11 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869131 – Hannah Minser, Date of Death: Jul 18, 2024.	2024-07-19 03:31 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869125 – Jayson Porter, Date of Death: Jul 15, 2024.	2024-07-19 02:21 PM

eVitals contains the navigation panel on the left side of your screen and your workspace in the center. At the top of your workspace are your page navigation buttons **Previous** and **Next**. You can use these to navigate the pages of the case, or you can click the tabs in the navigation panel. The **Return to Queue** button takes you back to your previous search results for locating a death case and the **Save** button saves the information on the page. These buttons also display at the bottom of your screen.



The screenshot displays the eVitals Case Layout interface. On the left is a navigation panel with a blue header "Death Registration" and a sub-header "Personal Information". Below this are menu items: Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes, and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper). The main workspace has a top right area with "Welcome Jenn Pickles", "Logout", and a dropdown menu for "Jesse H Geigle Funeral Home Inc". Below this are "Previous" and "Next" navigation buttons, with "Return to Queue" and "Save" buttons in between. The case details section shows "Case ID: 37868387", "Decedent Name: Carole S Unger", "Event Date: Apr-16-2024", and "Death Place: UPMC Community Osteopathic". The "Case Status" section includes tabs for "Migrated from Legacy System", "New Event", "Personal Pending", "Uncertified", "Unsigned", and "Unregistered". The "Decedent" section has a form with fields for "First Name" (Carole), "Middle Name" (S), "Last Name", and "Suffix".

Validation Types

As you complete the tabs in the navigation panel, colored validation dots display next to each tab, indicating the tab's status.

There are three types of validation indicators in the navigation panel or in a case:



- A red dot indicates a hard error on the page or a tab that you need to complete. You cannot certify a case until all red dots are green.



- A yellow dot indicates a soft error. You still need to enter data for soft errors or correct soft errors however, eVitals also allows you to override the error via a Validation Message at the bottom of the page. The page will not save successfully until you correct the soft error.



- A green dot indicates the tab was saved successfully. Once all of the tabs have green dots you can sign the case.

When you save your information, eVitals performs a validation check in the background. It highlights any errors in red or yellow depending on the type of information you enter. Validation messages display at the bottom of your screen. For additional information on the types of validation messages, please see the job aid [\(GCOM will provide the link to job aid.\)](#)

If your page has a red dot or yellow dot after saving, check for hard or soft errors that need to be addressed.



- A red highlighted field indicates a hard error that must be addressed. The page cannot be saved until the error(s) are corrected.



- A yellow highlighted field indicates a soft error that must be addressed. The page cannot be saved until the error(s) are corrected or overridden at the bottom of the page.

Overriding a Validation Message

1. After you verify the information is correct, select the Override checkbox, and if applicable, enter a reason for the override.
2. Click the **Save Override** button. It is important to save the override prior to saving the page otherwise the override does not save.
3. Click the **Save** button to continue. The red dot changes to green if there are no errors.

NOTE: You can also override validation messages in the [Registration Validations](#) page under the Other Links section in your case.

Methods for Locating a Case

In eVitals, you can locate a case several ways, depending on the information available. You can use the Queue List or your Preferred Queues if you know the queue where the case resides. If you are searching for a death case based on decedent information or information in the case, use the Locate Case feature under the Life Events category.

Locate a Case

Use the Locate Case feature to search for an existing case using information from the case. You can enter as little or as much information as you have available. You can also search using the wildcard character, the **percent (%) sign**. The wildcard character allows for variations in your search. It searches for a partial value match in the absence of the entire value. You can use the % character at the beginning, middle, or end of the search to return as many results as possible.

Locating a Case

1. Click the **Navigation Menu** button → Life Events → Death → Locate Case to display the Locate Case page.



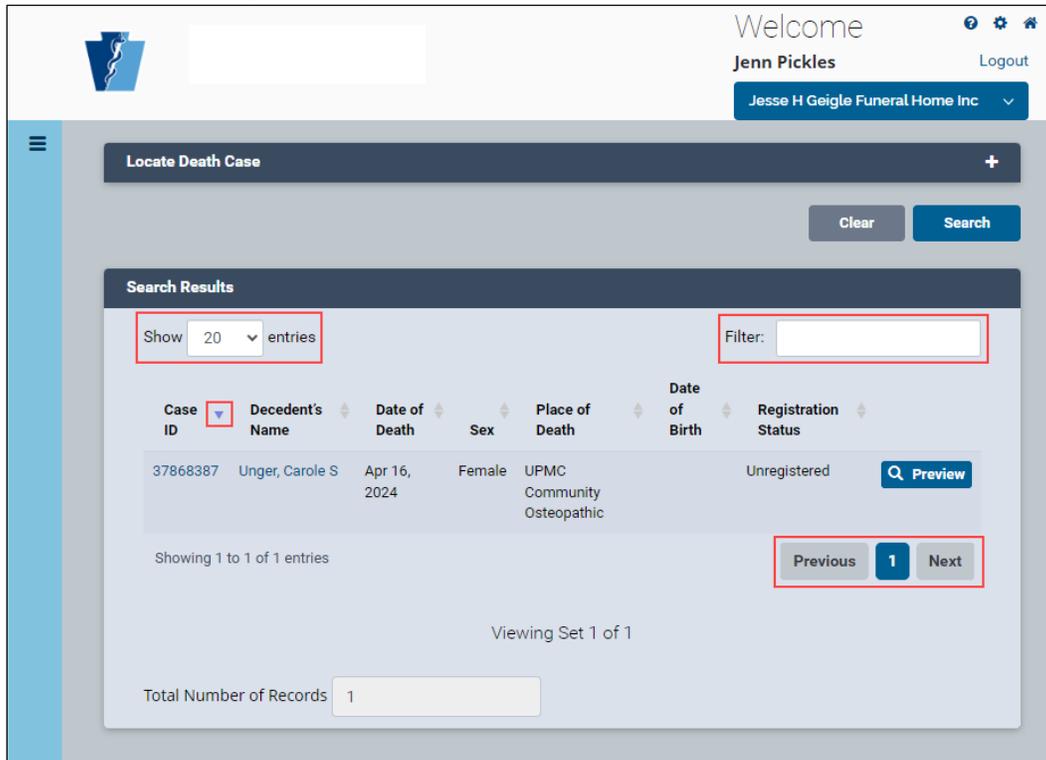
2. Enter your search criteria into the related fields, then click the **Search** button.

The screenshot shows the 'Locate Death Case' form with the following fields and values:

- First Name: Caro%
- Last Name: Unger|
- Middle Name: (empty)
- Suffix: Select one
- Date of Death Start: (empty)
- Date of Death End: (empty)
- Case ID: (empty)
- Date of Birth: (empty)
- SSN: (empty)
- Sex: Select one
- Gender Designation (if different than Sex): Select one
- Place of Death County: Select one
- Place of Death Facility: Select one

Buttons: Clear, Search

Your results display below the collapsed search bar. You can expand the Locate Death Case search criteria to search again using different parameters.



You can organize multiple results using the Search Results features:

Show 20 entries

Search Entries: Displays the number of entries on your screen. The options are 20, 50, 100, or All.



Sort Arrows: At the end of certain column headers are arrows you can click to place your results in ascending ▲ or descending ▼ order.

Filter:

Filter: Use the filter to further narrow down your results.

If you have multiple pages in your results, you can use the navigation buttons to also view the different pages in your search results.

Previous 1 Next

NOTE: Abandoned and voided cases display in the results however they do not have an active case ID and their details are hidden due to being inactive.

Previewing a Case

Use the  **Preview** button to display a summary of the case. Review the information to determine if the case is the one you want to continue working on.

Pennsylvania Department of Health eVitals

Case Status: Migrated from Legacy System | New Event | Personal Pending | Uncertified | Unsigned | Unregistered

Case ID 37868387 **Date of Death** Apr 16, 2024

Decedent's Name Carole S Unger **Place of Death** UPMC Community Osteopathic

Sex Female **City or Town of Death** Harrisburg

Gender Designation (If different than Sex) **Medical Record Number**

Date of Birth **Medical Certifier**

Mother/Parent's Name Prior to First Marriage

Marital Status

Spouse's Name

Father/Parent's Name Prior to First Marriage

Decedent's Residence , Pennsylvania United States

Funeral Director

Funeral Home Jesse H Geigle Funeral Home Inc

Date Entered Apr 16, 2024

Last Updated by Becker, Caroline

After reviewing the case summary, if it is the case you want to work with, click the **Case ID** or the **Decedent's Name** in the Search Results to open the case.

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Locate Death Case

Clear Search

Search Results

Show 20 entries Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Registration Status	
37868387	Unger, Carole S	Apr 16, 2024	Female	UPMC Community Osteopathic		Unregistered	 Preview

Showing 1 to 1 of 1 entries Previous 1 Next

Viewing Set 1 of 1

Total Number of Records 1

If you do not see the case you want to work with in the results list, proceed to the next section on how to create a new death case.

2. Funeral Home Data Entry User

As a user with the *External Death Medical Facility (MF) User* role, you are able to perform the following functions:

- Start a new death case
- Search for, or claim an existing death case
- Refer cases/cancel requests to the ME/Coroner
- Transfer/Relinquish ownership of a case
- Assign a pronouncer to a case
- Work with Abandoning/Voiding cases
- Access case messages and comments
- Access a working copy of the case
- Access Documentary Evidence
- Initiate an Amendment
- Enter a medical certification request
- Initiate the Report of Maternal Death form
- Generate Bureau of Health Statistics and Registries reports

Create a New Death Case

eVitals provides you with a modernized, easy-to-use user interface for creating a death case. You can verify addresses and populate Funeral Home information at the click of a button and verify information that needs to be corrected or can be overridden with highlighted fields.

As a Funeral Home Data Entry user, once you create the case, the Funeral Director then logs in to sign the case.

Creating a New Death Case

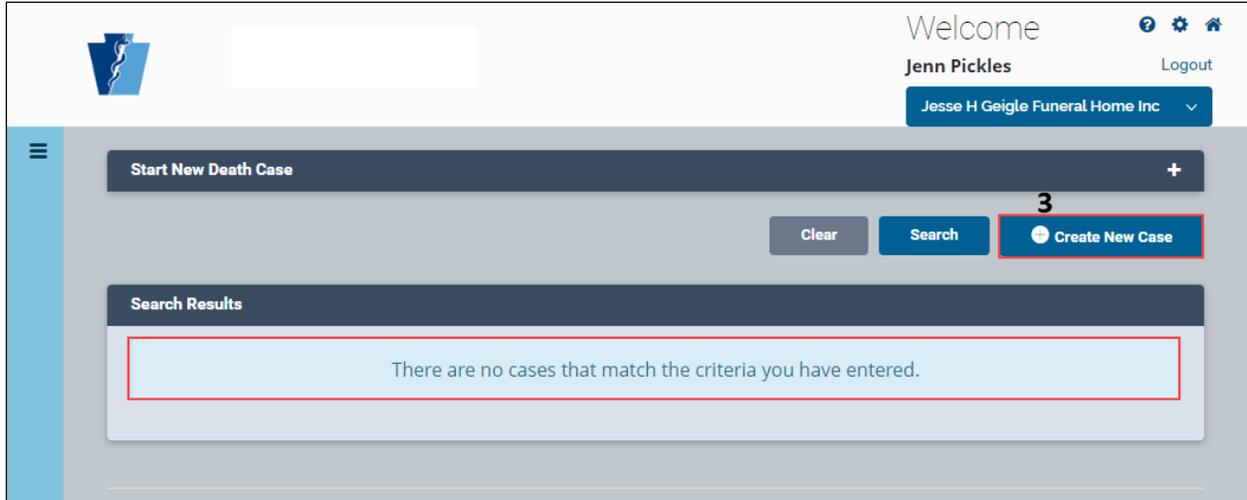
1. Click the **Navigation Menu** button, then select → Life Events → Death → Start New Case.



2. Enter the decedent's First Name, Date of Death, and select their Sex from the drop-down list, then click the **Search** button. You can enter any additional information if available.

The screenshot shows the 'Start New Death Case' form. The 'First Name' field contains 'Betty', the 'Date of Death' field contains 'Jul-11-2024', and the 'Sex' dropdown is set to 'Female'. The 'Search' button is highlighted. A red box highlights the 'Search' button.

3. eVitals searches for potential and exact matches in the information. If no matches exist, click the **Create New Case** button to begin your case.



Entering Personal Information

Entering the Decedent's Information

The Decedent tab is where you verify the Decedent's name and sex/gender designation information, the birth and social security number availability, and birthplace armed services information.

To Enter the Decedent's Information

1. Verify the Decedent's name is correct.
2. Verify the sex and gender designation are correct.
3. If the Decedent went by any other legal name(s), click the **Add** button to add them in the Aliases section.

The screenshot shows a web application interface for death registration. At the top right, it says 'Welcome Jenn Pickles' with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. A navigation menu on the left includes 'Death Registration' and 'Personal Information' with sub-items like 'Decedent', 'Resident Address', 'Family Members', 'Informant', 'Place of Death', 'Disposition', and 'Decedent Attributes'. The main content area shows 'Case ID: 37868919', 'Decedent Name: Betty Gherkin', and 'Event Date: Jul-11-2024'. Below this, 'Case Status' options are 'New Event', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Decedent' section contains fields for 'First Name' (Betty), 'Middle Name', 'Last Name' (Gherkin), and 'Suffix' (Select one). Below these are 'Sex' (Female) and 'Gender Designation (if different than sex)' (Select one). At the bottom right, there is an 'Add' button in the Aliases section. Red boxes and numbers 1, 2, and 3 highlight the name fields, the sex/gender fields, and the Add button respectively.

4. Next, enter the Decedent's date of birth. Age is automatically calculated.
5. If the Social Security Number is available, select Yes from the drop-down.
 - a. If you select **Yes**, enter it in the SSN field and then click the **Verify** button to validate it.
6. Select the country where the Decedent was born.
 - a. **United States:** If the Decedent was born in the US, you must enter the city/town where she/he was born. You can enter the County if it is available.
 - b. **Canada:** If the Decedent was born in Canada, you must select the province where she/he was born.
 - c. **All Other Countries:** You do not need to select any additional information.
7. Lastly, select from the drop-down list if the Decedent served in the Armed Forces, then click the **Save** button.

The screenshot shows a web form with the following fields and labels:

- Date of Birth:** Month (01 - Jan), Day (01), Year (1975). Labeled with a '4'.
- Age at Last Birthday (Years):** 49.
- Is SSN Available?:** None. Labeled with a '5'. A callout box titled "If you select 'Yes'" shows an SSN field and 'Unverified' and 'Verify' buttons.
- Decedent BirthPlace:**
 - Country:** United States. Labeled with a '6'.
 - City or Town:** Nowata. Labeled with a '6'.
 - County:** (empty field).
 - Birthplace State/U.S. Territory/Province:** Oklahoma. Labeled with a '6'.
- Ever in US Armed Forces?:** No. Labeled with a '7'.

At the bottom, there is a message: "No validation error found on this page" and a "Show All" button. Below that is a page number "7" and navigation buttons: "<", "Return to Results", "Save" (highlighted with a red box), and ">".

When you click the **Save** button, eVitals validates the information you entered on the page. A green dot displays, indicating the page successfully save. You can proceed to the next page.

The screenshot displays the eVitals Death Registration interface. At the top right, it says "Welcome Jenn Pickles" with a "Logout" link and "Jesse H Geigle Funeral Home Inc" dropdown. The left sidebar is titled "Death Registration" and includes a "Personal Information" section with a green dot next to "Decedent" and red dots for other items like "Resident Address", "Family Members", "Informant", "Place of Death", "Disposition", and "Decedent Attributes". Below this is an "Other Links" section with various options like "Relinquish Case", "Documentary Evidence", etc. The main content area shows "Case ID: 37868919", "Decedent Name: Betty Gherkin", and "Event Date: Jul-11-2024". It also has "Case Status" tabs for "Medical Pending", "Personal Pending", "Fact Of Death Pending", "Uncertified", "Unsigned", and "Unregistered". The "Decedent" form includes fields for "First Name" (Betty), "Middle Name", "Last Name" (Gherkin), "Suffix" (Select one), "Sex" (Female), and "Gender Designation (if different than sex)" (Select one). There is an "Aliases" section at the bottom with an "Add" button.

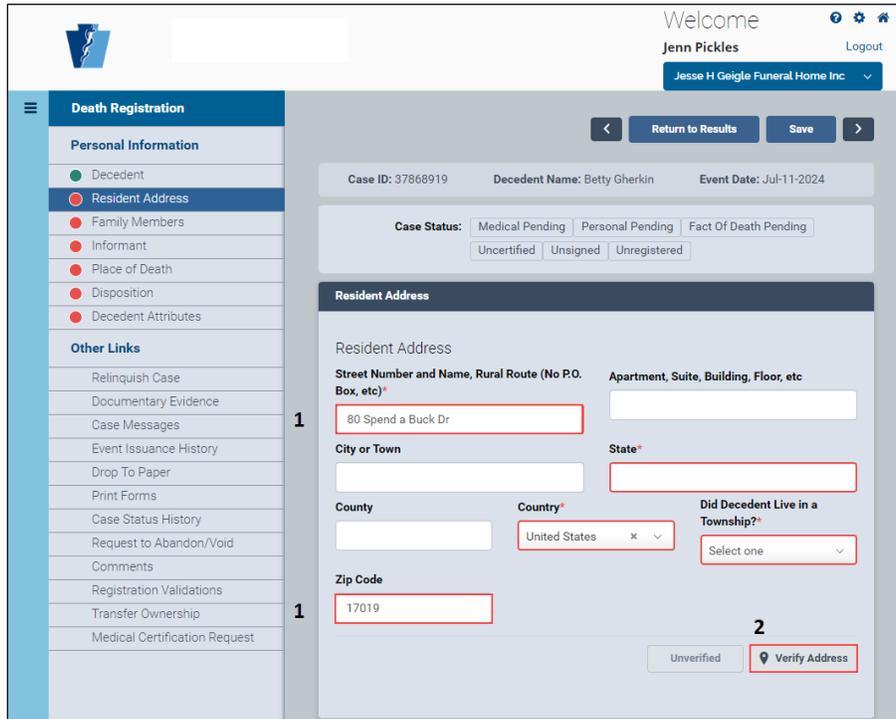
NOTES

Entering the Resident Address

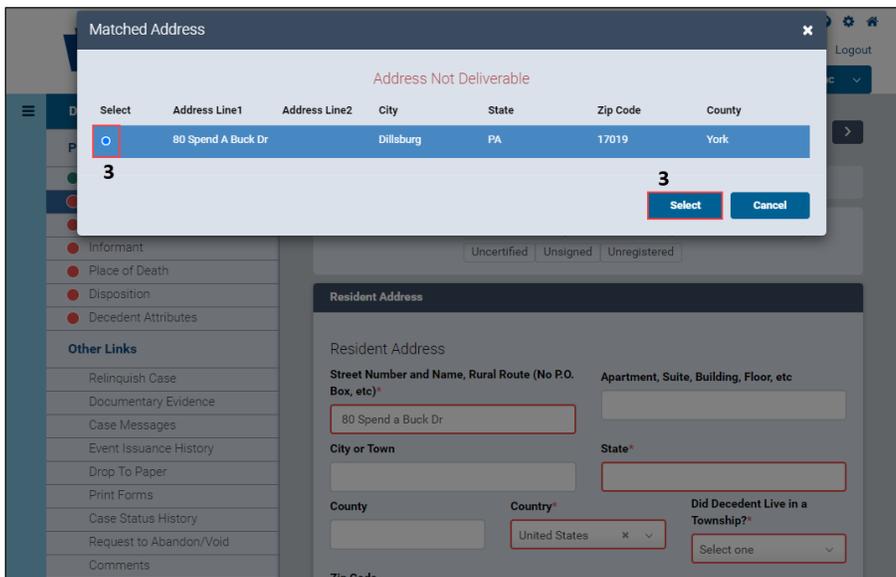
The Resident Address page is where you enter the Decedent's address and township information.

To Enter the Decedent's Address

1. Enter the Street Number and Name, and Zip Code.
2. Click the **Verify Address** button.



3. The Matched Address window displays. Select the address, then click the **Select** button. The city/town, state, and county information populate into the case.



- Select from the drop-down whether the Decedent lived in a township. If the Decedent did, select the township name from the Township Name drop-down list.
- Click the **Save** button to continue. The red dot changes to green if there are no errors.

The screenshot displays a web application interface for death registration. The top navigation bar includes a logo, a user profile for 'Jenn Pickles', and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The main content area is titled 'Death Registration' and features a sidebar with navigation options. The 'Resident Address' form is the primary focus, with the following fields and values:

- Case ID:** 37868919
- Decedent Name:** Betty Gherkin
- Event Date:** Jul-11-2024
- Case Status:** Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered
- Street Number and Name, Rural Route (No P.O. Box, etc)*:** 80 Spend A Buck Dr
- Apartment, Suite, Building, Floor, etc:** (Empty)
- City or Town:** Dillsburg
- State*:** Pennsylvania
- County:** York
- Country*:** United States
- Did Decedent Live in a Township?*** Yes
- Zip Code:** 17019
- Township Name:** Cass township

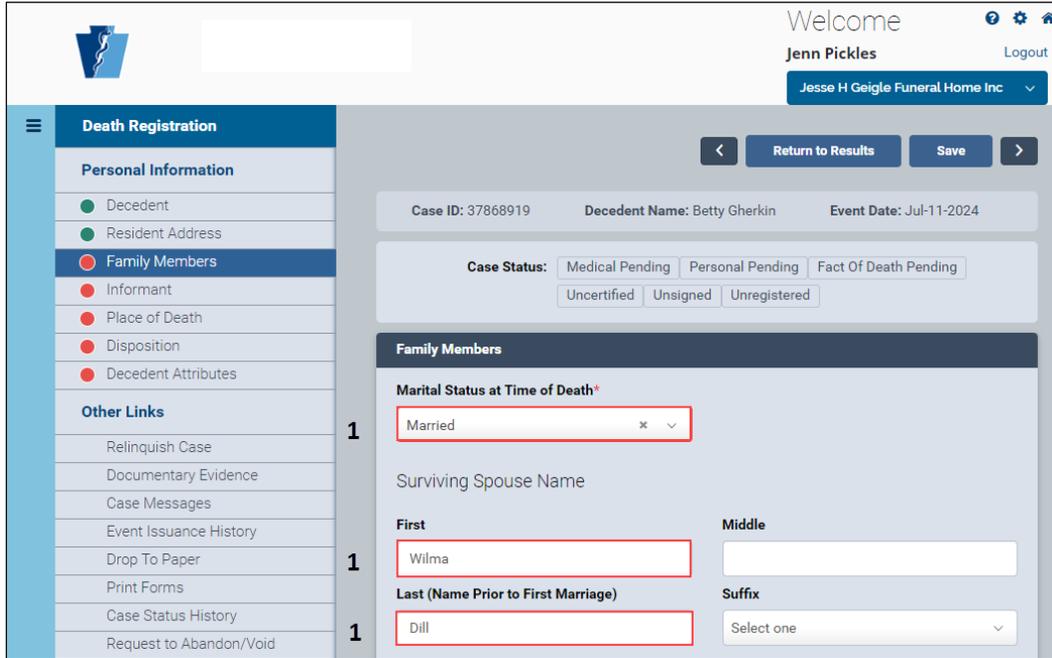
The 'Save' button is highlighted with a red box, and a 'Verified' button is visible at the bottom right. A red dot is present next to the 'Save' button, indicating a warning or error. A large number '4' is visible in the bottom right corner of the form area.

Entering the Family Members Information

The Family Members page is where you enter the Decedent’s marital status at the time of death and parental information.

To Enter the Family Members Information

1. Select the Decedent’s marital status at the time of death from the drop-down list. If married at the time of death, enter the name of the Decedent’s widow.



The screenshot shows the 'Family Members' section of the death registration interface. The 'Marital Status at Time of Death*' dropdown menu is set to 'Married'. Below this, the 'Surviving Spouse Name' section contains three input fields: 'First' (containing 'Wilma'), 'Middle' (empty), and 'Last (Name Prior to First Marriage)' (containing 'Dill'). A 'Suffix' dropdown menu is set to 'Select one'. The left sidebar shows the 'Family Members' section is active, and the 'Other Links' section includes 'Relinquish Case', 'Documentary Evidence', 'Case Messages', 'Event Issuance History', 'Drop To Paper', 'Print Forms', 'Case Status History', and 'Request to Abandon/Void'. The top right of the interface shows the user 'Jenn Pickles' and the funeral home 'Jesse H Geigle Funeral Home Inc'.

NOTES

2. Enter the Father's First Name and Last Name if available.
3. Next, enter the Mother's First Name and Last Name (Prior to First Marriage) if available.
4. Click the **Save** button to continue. The red dot changes to green if there are no errors.

Welcome
 Jenn Pickles Logout
 Jesse H Geigle Funeral Home Inc

Death Registration
 Personal Information
 Decedent
 Resident Address
Family Members
 Informant
 Place of Death
 Disposition
 Decedent Attributes
 Other Links
 Relinquish Case
 Documentary Evidence
 Case Messages
 Event Issuance History
 Drop To Paper
 Print Forms
 Case Status History
 Request to Abandon/Void
 Comments
 Registration Validations
 Transfer Ownership
 Medical Certification Request

4
 Return to Results **Save**

Case ID: 37868919 Decedent Name: Betty Gherkin Event Date: Jul-11-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending
 Uncertified Unsigned Unregistered

Family Members
 Marital Status at Time of Death*
 Married

Surviving Spouse Name
 First: Wilma Middle:
 Last (Name Prior to First Marriage): Dill Suffix: Select one

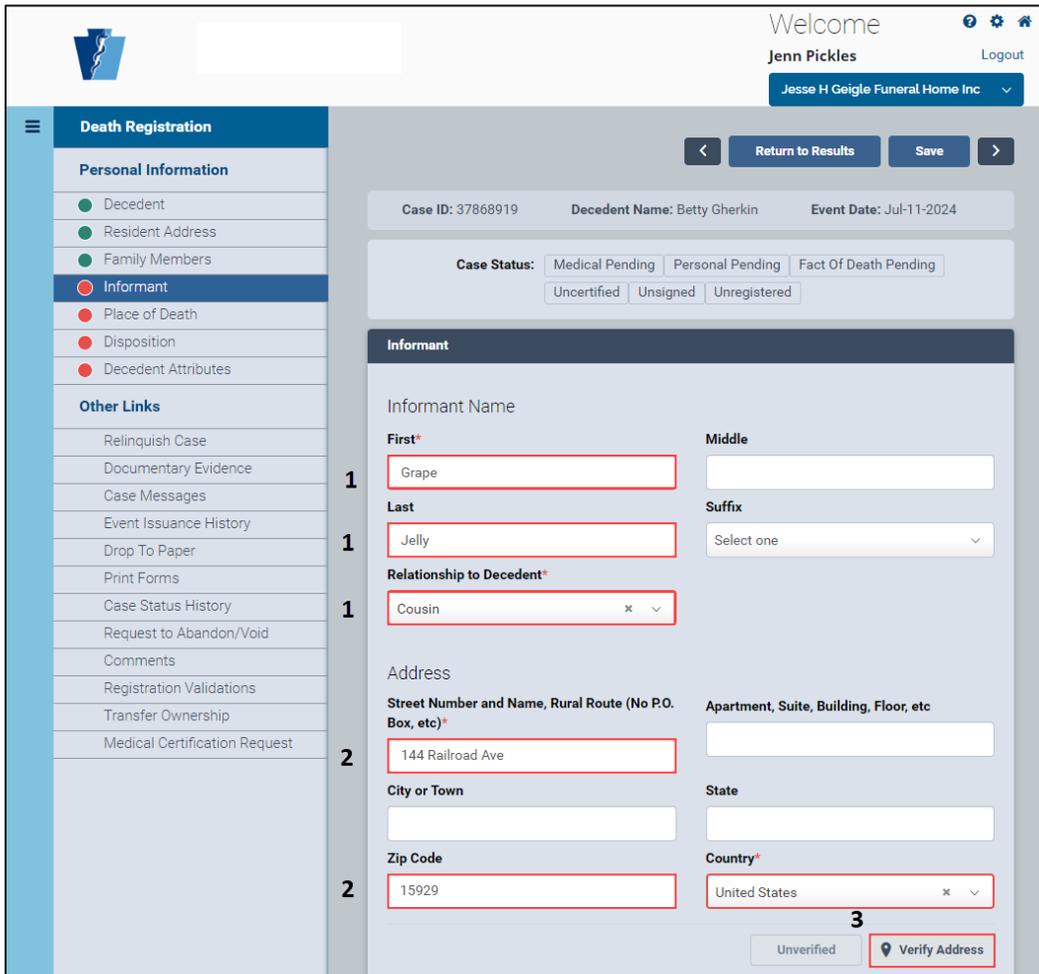
Father/Parent Name
 First*: Pa Middle:
 Last: Cucumber Suffix: Select one

Mother/Parent Name (Prior to First Marriage)
 First*: Ma Middle:
 Last: Cornichon Suffix: Select one

Enter the Informant’s name and relationship to the Decedent, then enter the Informant’s address and verify it.

To Enter the Informant’s Information

1. Enter the Informant’s First name and last name (if available,) and then select their relationship to the Decedent from the drop-down list.
2. Enter the Informant’s address. Enter the Street Name and Zip Code, then click the **Verify Address** button.



The screenshot shows the Pennsylvania Death Registration system interface. At the top right, it says "Welcome Jenn Pickles" with a "Logout" link and "Jesse H Geigle Funeral Home Inc" dropdown. The left sidebar has a "Death Registration" menu with "Personal Information" (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes) and "Other Links" (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History, Request to Abandon/Void, Comments, Registration Validations, Transfer Ownership, Medical Certification Request). The main area shows "Case ID: 37868919", "Decedent Name: Betty Gherkin", and "Event Date: Jul-11-2024". "Case Status" options are "Medical Pending", "Personal Pending", "Fact Of Death Pending", "Uncertified", "Unsigned", and "Unregistered". The "Informant" section has fields for "Informant Name" (First: Grape, Last: Jelly, Relationship to Decedent: Cousin) and "Address" (Street Number and Name: 144 Railroad Ave, Zip Code: 15929, Country: United States). A "Verify Address" button is highlighted with a red box and a "3" next to it. There are also "Return to Results" and "Save" buttons at the top of the form area.

- The Matched Address window displays. Verify the address is correct, select the Address then click the **Select** button to populate it into the case.

The screenshot shows a software interface with a 'Matched Address' dialog box overlaid on top. The dialog box has a title bar with 'Matched Address' and a close button. Below the title bar, it says 'Address Not Deliverable' in red. There is a table with the following columns: 'Select', 'Address Line1', 'Address Line2', 'City', 'State', 'Zip Code', and 'County'. The first row of the table is highlighted in blue and contains the following data: '3' in the 'Select' column, '144 Railroad Ave' in 'Address Line1', 'Dilltown' in 'City', 'PA' in 'State', '15929' in 'Zip Code', and 'Indiana' in 'County'. Below the table, there are two buttons: 'Select' and 'Cancel'. The 'Select' button is highlighted with a red box. In the background, there is an 'Informant' form with fields for 'Informant Name' (First, Middle, Last, Suffix), 'Relationship to Decedent*', 'Address' (Street Number and Name, Rural Route (No P.O. Box, etc)*, Apartment, Suite, Building, Floor, etc), 'City or Town', 'State', 'Zip Code', and 'Country*'. The 'First' field contains 'Grape', 'Last' contains 'Jelly', 'Relationship to Decedent*' contains 'Cousin', 'Street Number and Name' contains '144 Railroad Ave', and 'Country*' contains 'United States'. There are also 'Unverified' and 'Verify Address' buttons at the bottom of the form.

Select	Address Line1	Address Line2	City	State	Zip Code	County
3	144 Railroad Ave		Dilltown	PA	15929	Indiana

3 **3**

Select **Cancel**

Informant

Informant Name

First* **Middle**

Last **Suffix**

Relationship to Decedent*

Address

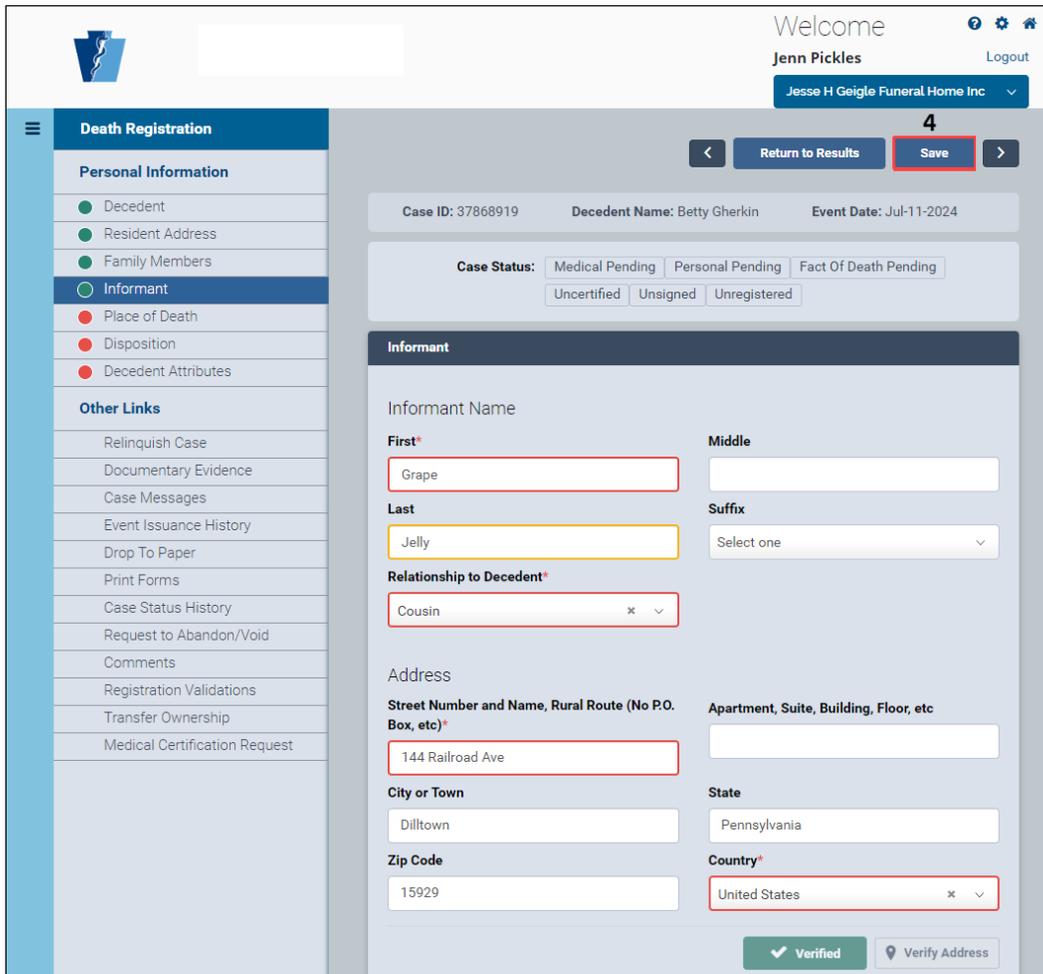
Street Number and Name, Rural Route (No P.O. Box, etc)* **Apartment, Suite, Building, Floor, etc**

City or Town **State**

Zip Code **Country***

The address from the Matched Address window displays in the case, populating the City or Town field and the State field for you. The **Verify Address** button is disabled, and the **Unverified** button changes to a disabled green Verified button with a checkmark.

4. Click the **Save** button to continue. The red dot changes to green if there are no errors.



The screenshot shows the Pennsylvania Death Registration system interface. The user is logged in as Jenn Pickles, and the current case is for Jesse H Geigle Funeral Home Inc. The interface displays the 'Informant' section of the registration form. The 'Save' button is highlighted with a red box, indicating it is the next step in the process. The form fields are populated with the following information:

Field	Value
Case ID	37868919
Decedent Name	Betty Gherkin
Event Date	Jul-11-2024
Case Status	Medical Pending Personal Pending Fact Of Death Pending
Informant Name - First*	Grape
Informant Name - Middle	
Informant Name - Last	Jelly
Informant Name - Suffix	Select one
Relationship to Decedent*	Cousin
Address - Street Number and Name, Rural Route (No P.O. Box, etc)*	144 Railroad Ave
Address - Apartment, Suite, Building, Floor, etc	
City or Town	Dilltown
State	Pennsylvania
Zip Code	15929
Country*	United States

At the bottom of the form, there is a 'Verified' button with a checkmark and a disabled 'Verify Address' button.

Entering the Place of Death

When selecting the place of death, you must identify if the decedent passed away at a licensed medical facility, their place of residence, or another location which you will need to specify. If you select Other (Specify) as the place of death, you must manually enter the location of where the death occurred, then enter the address.

To Enter the Place of Death

1. Select where the death occurred from the drop-down list.
If you select *Other (specify)* as the place of death, you have to manually enter the other place of death, enter and verify the address, and specify if the decedent passed away in a township.
2. If you select a licensed medical facility as the place of death, you must identify the facility via the Look up Facility button. Click the **Look up Facility** button.

The screenshot displays the 'Death Registration' interface for the Department of Health. The user is logged in as Jenn Pickles, and the case is for Betty Gherkin, dated Jul-11-2024. The 'Place of Death' section is active, showing a dropdown menu with 'Hospital-Inpatient' selected. A 'Look up Facility' button is highlighted. The form includes fields for Facility Name, Address (Street Number and Name, Rural Route, Apartment, Suite, Building, Floor, etc.), City or Town, State, Zip Code, and County. A 'Verify Address' button is also visible.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc.

Return to Results Save

Case ID: 37868919 Decedent Name: Betty Gherkin Event Date: Jul-11-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Place of Death

Type of Place of Death*
1 Hospital-Inpatient x

Facility Name
2 Look up Facility

Address

Street Number and Name, Rural Route (No P.O. Box, etc)* Apartment, Suite, Building, Floor, etc

City or Town* State*

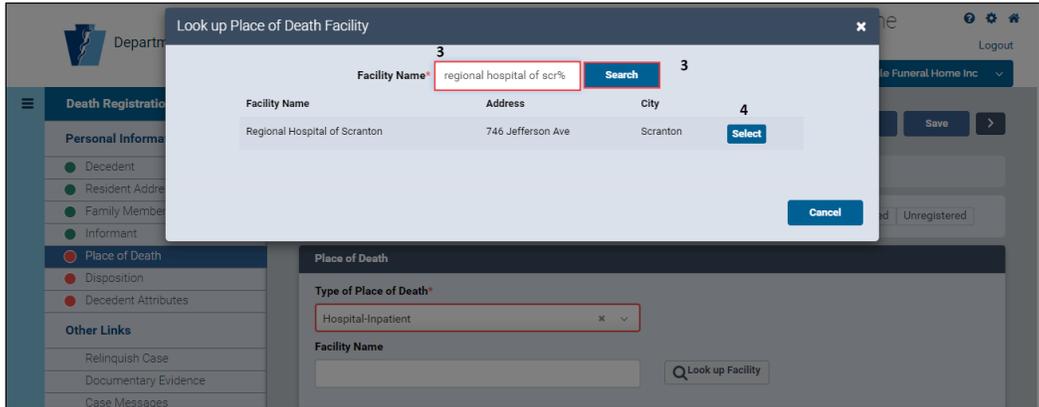
Zip Code* Country*
United States

County
Select one

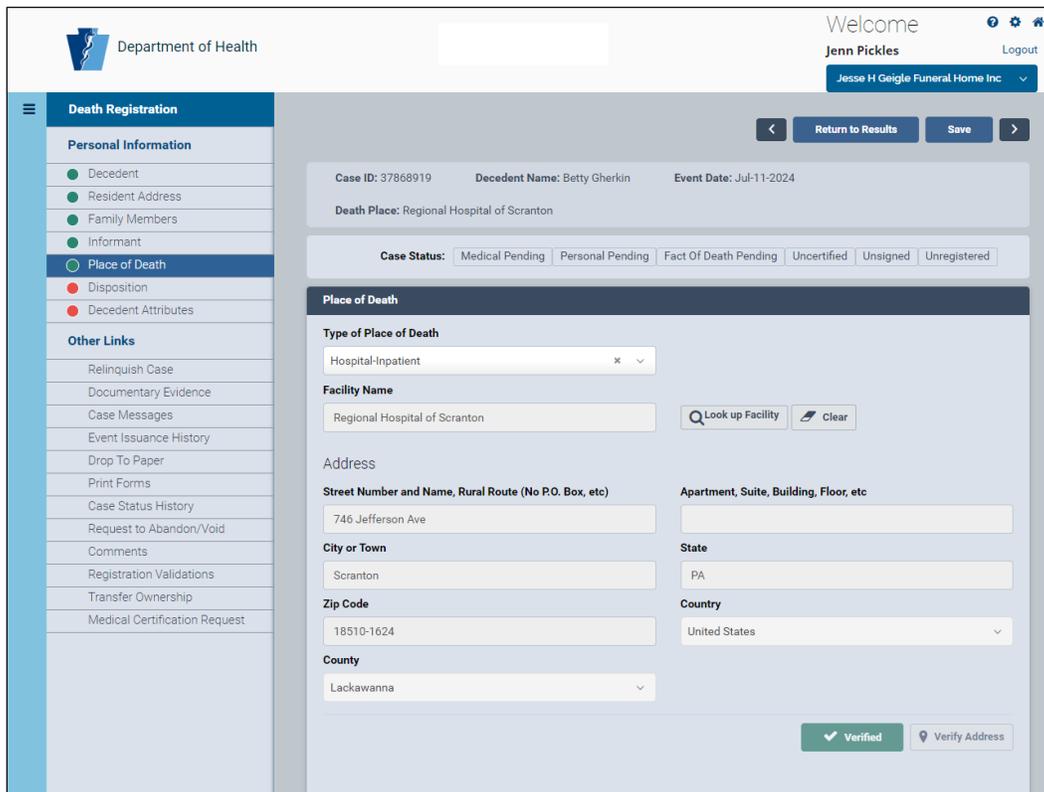
Unverified Verify Address

NOTES

3. Enter the name of the facility in the Facility Name field, then click the **Search** button.
4. Click the **Select** button if the facility name displays in the results to add the facility to your case. Your case populates with the facility information.



5. Click the **Save** button to continue. The red dot changes to green if there are no errors.



Entering the Disposition

The Disposition page is where you select how the decedent's remains will be disposed. The remains can be disposed via one of the following ways:

- Burial
- Cremation
- Removal from State
- Donation
- Other (Specify)

When entering the disposition, there are a few key points to remember:

- If selecting a disposition other than Burial or Other (Specify,) answer the question if the ME/Coroner approved the final disposition.
 - Yes – Enter the ME/Coroner's name
 - No –
- If you select *Other (Specify)* as the method of disposition, you must enter what the other method of disposition is, for example: burial at sea.

To Enter the Disposition

1. Select the Method of disposition from the drop-down list, then select the date of the disposition.
2. As a Funeral Home Data Entry User, you are going to assign a Funeral Director to the case. Click the **Funeral Director Look up** button.

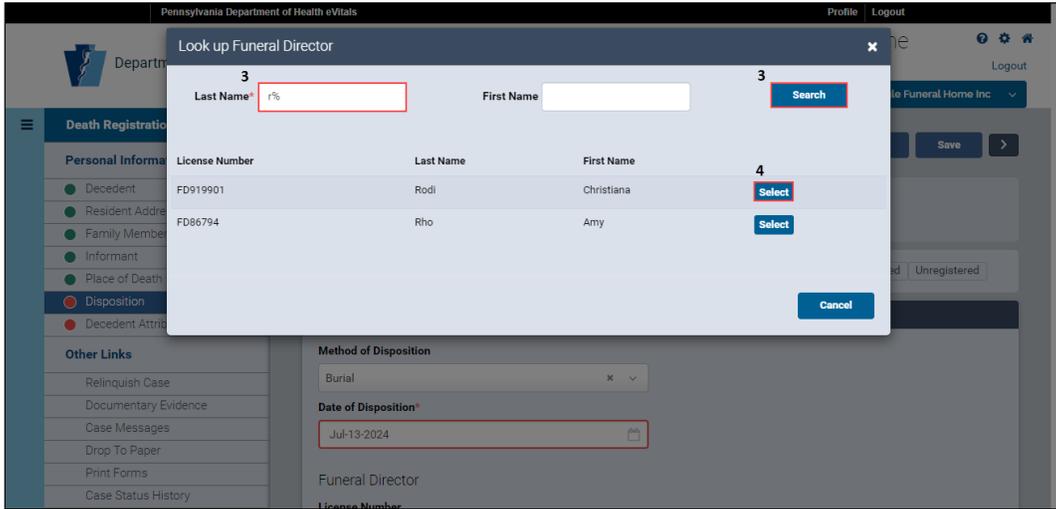
The screenshot shows the 'Department of Health' interface for 'Death Registration'. The user is logged in as 'Jenn Pickles' from 'Jesse H Geigle Funeral Home Inc'. The main content area is titled 'Disposition' and shows the following details:

- Case ID: 37868919
- Decedent Name: Betty Gherkin
- Event Date: Jul-11-2024
- Death Place: Regional Hospital of Scranton
- Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned | Unregistered

The 'Disposition' section includes:

- Method of Disposition: Burial (selected in a dropdown menu)
- Date of Disposition*: Jul-13-2024 (selected in a date picker)
- Funeral Director: License Number field with a 'Funeral Director Look up' button (highlighted with a red box)
- Fields for First, Middle, Last, and Suffix names.

3. In the Look up Funeral Director window, enter the Funeral Director's last name, then click the **Search** button.
4. In the results section, locate the Funeral Director you want to assign and click the **Select** button.



The case populates with the Funeral Director's name and License Number. The Funeral Home's information also populates into the case. Continue down the page to enter the Disposition information.

<ul style="list-style-type: none"> Print Forms Case Status History Request to Abandon/Void Comments Registration Validations Transfer Ownership Medical Certification Request 	<p>Funeral Director</p> <p>License Number FD919901</p> <p>First* Christiana</p> <p>Last Rodi</p> <p>Funeral Home</p> <p>Business Registration Number </p> <p>Name Jesse H Geigle Funeral Home Inc</p> <p>Address</p> <p>Street Number and Name, Rural Route (No P.O. Box, etc) 2100 Linglestown Rd</p> <p>City or Town Harrisburg</p> <p>Zip Code 17110-9584</p> <p>Middle </p> <p>Suffix Select one</p> <p>Apartment, Suite, Building, Floor, etc </p> <p>State PA</p> <p>Country United States</p> <p style="text-align: right;">Unverified Verify Address</p>
--	---

5. Click the **Place of Disposition Look up** button to locate where the disposition will occur.

Place of Disposition

Place of Disposition* 5

City or Town State Zip Code Country

Date Signed

Filing Registrar

Filing Registrar Office* Q Filing Registrar Look up

First Name Middle Name Last Name

Local File Date

6. Enter the facility name in the search field, then click the **Search** button.
7. Locate the name of the facility, then click the **Select** button to add the facility's information to the case.

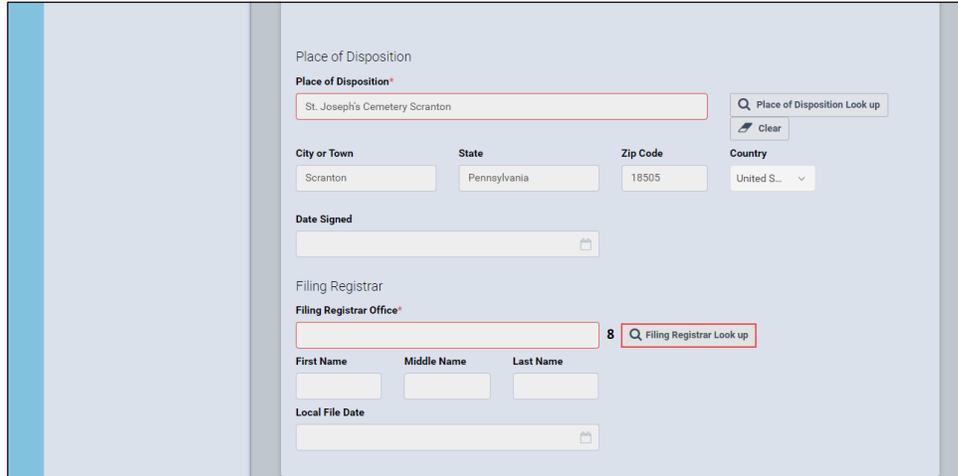
Look up Place of Disposition

Facility Name* %scranton% Search

Facility Name	Address	City
St. Joseph's Cemetery Scranton	Cemetery Avenue	Scranton
Cremation Society of Pennsylvania, Inc. (Scranton)	320 Highway 315240B	Pittston

Cancel

8. Lastly, you want to select the Filing Registrar for your case. Click the **Filing Registrar Look up** button.



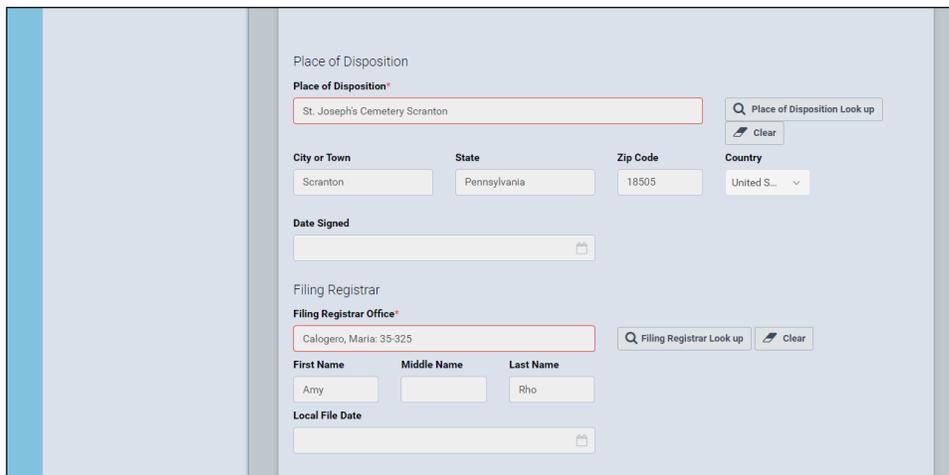
9. Enter the name of the Local Registrar you want to assign the case to in the Facility Name field, then click the Search button.

10. Click the **Select** button to assign the Registrar to your case.



Last Name	First Name	Registrar District Number	Office Name
Rho	Amy	35-325	Calogero, Maria: 35-325
P	William	35-325	Calogero, Maria: 35-325

The case populates with the Filing Registrar’s information.



11. Click the **Save** button to continue. The red dot changes to green if there are no errors.

Department of Health | Welcome Jenn Pickles | Logout | Jesse H Geigle Funeral Home Inc. | 11

Death Registration

- Personal Information
 - Decedent
 - Resident Address
 - Family Members
 - Informant
 - Place of Death
 - Disposition**
 - Decedent Attributes
- Other Links
 - Relinquish Case
 - Documentary Evidence
 - Case Messages
 - Drop To Paper
 - Print Forms
 - Case Status History
 - Request to Abandon/Void
 - Comments
 - Registration Validations
 - Transfer Ownership
 - Medical Certification Request

Case ID: 37868919 | Decedent Name: Betty Gherkin | Event Date: Jul-11-2024

Death Place: Regional Hospital of Scranton

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned | Unregistered

Disposition

Method of Disposition: Burial

Date of Disposition: Jul-13-2024

Funeral Director

License Number: FD919901

Funeral Director Look up | Clear

First: Christiana | Middle: | Last: Rodi | Suffix: Select one

Funeral Home

Business Registration Number: | Name: Jesse H Geigle Funeral Home Inc.

Address

Street Number and Name, Rural Route (No P.O. Box, etc): 2100 Linglestown Rd | Apartment, Suite, Building, Floor, etc: | City or Town: Harrisburg | State: PA | Zip Code: 17110-9584 | Country: United States

Unverified | Verify Address

Is this a Trade Call?

Place of Disposition

Place of Disposition: St. Joseph's Cemetery Scranton | Place of Disposition Look up | Clear

City or Town: Scranton | State: Pennsylvania | Zip Code: 18505 | Country: United States

Date Signed: | Filing Registrar

Filing Registrar Office: Calogero, Maria: 35-325 | Filing Registrar Look up | Clear

First Name: Amy | Middle Name: | Last Name: Rho

Local File Date: |

Entering the Decedent's Attributes

For the Decedent's attributes, enter their usual occupation, which may not necessarily be their last occupation. Do not enter retired, instead, provide information about the type of work they did during the majority of their life.

To Enter the Decedent's Attributes

1. Enter the Decedent's Occupation, then the Decedent's Industry.
2. Select the Decedent's highest level of education from the drop-down list.

The screenshot displays the 'Decedent Attributes' section of a web application. The interface includes a navigation menu on the left with options like 'Personal Information', 'Family Members', and 'Decedent Attributes'. The main content area shows case details for Betty Gherkin, including Case ID, Event Date, and Death Place. The 'Decedent Attributes' section contains the following fields:

- Occupation***: A text input field containing 'Underwater Basketweaving'.
- Decedent Industry***: A text input field containing 'Textiles'.
- Decedent Education***: A dropdown menu with 'Doctorate (e.g., PhD, EdD) or Professional degree (X)' selected.
- Ancestry***: A dropdown menu with 'Select one' selected.
- Race***: A list of checkboxes for various racial and ethnic categories, including 'Refused', 'Asian Indian', 'Black or African American', 'Chinese', 'Filipino', 'Guamanian or Chamorro', 'Japanese', 'Korean', 'Native Hawaiian', 'Samoan', 'Vietnamese', 'White', 'Other Asian', 'Other Pacific Islander', 'Other (Specify)', and 'Unknown'.

3. Select the Decedent's Ancestry from the drop-down list.
4. Next, select a checkbox(es) for the Decedent's Race.
If you select *American Indian or Alaskan Native* or any of the *Other* options, you are required to complete the additional *Specify* fields that display.

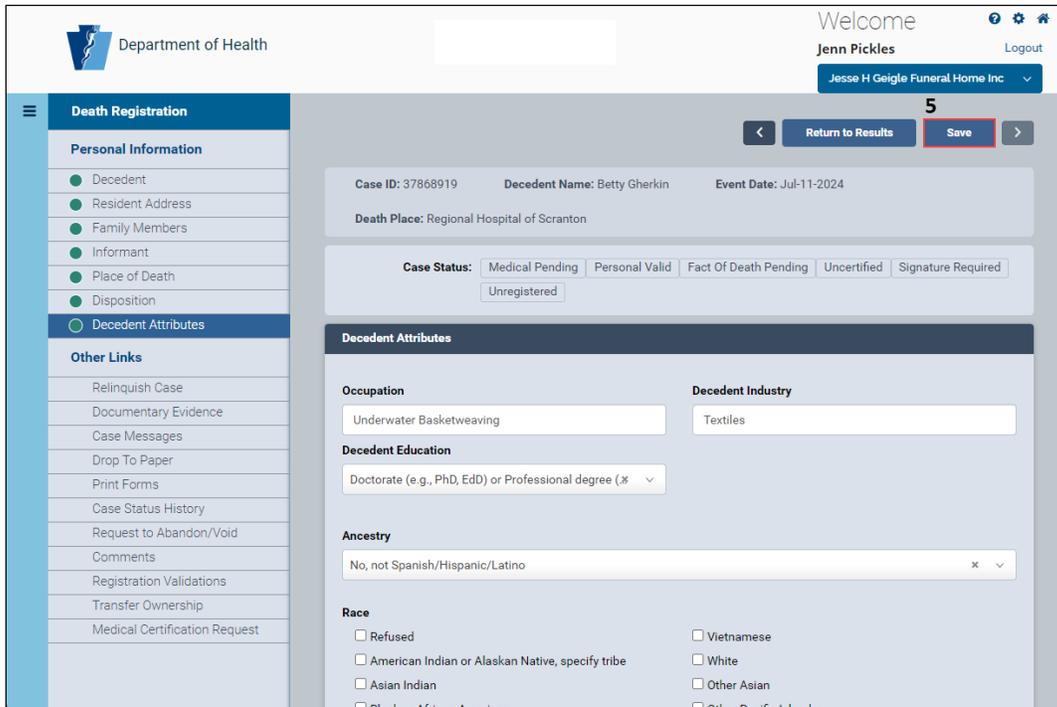
The screenshot shows the 'Death Registration' interface for the Department of Health. The user is logged in as Jenn Pickles. The main form displays the following information:

- Case ID:** 37868919
- Decedent Name:** Betty Gherkin
- Event Date:** Jul-11-2024
- Death Place:** Regional Hospital of Scranton
- Case Status:** Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unregistered

The **Decedent Attributes** section is highlighted and contains the following fields:

- Occupation*:** Underwater Basketweaving
- Decedent Industry*:** Textiles
- Decedent Education*:** Doctorate (e.g., PhD, EdD) or Professional degree (x)
- Ancestry*:** No, not Spanish/Hispanic/Latino
- Race*:**
 - Refused
 - American Indian or Alaskan Native, specify tribe
 - Asian Indian
 - Black or African American
 - Chinese
 - Filipino
 - Guamanian or Chamorro
 - Japanese
 - Korean
 - Native Hawaiian
 - Samoan
 - Vietnamese
 - White
 - Other Asian
 - Other Pacific Islander
 - Other (Specify)
 - Specify: German
 - Specify: Irish
 - Unknown

5. Click the **Save** button to continue. The red dot changes to green if there are no errors.



The screenshot shows the eVitals interface for a death registration case. The user is logged in as Jenn Pickles, representing Jesse H Geigle Funeral Home Inc. The case details are as follows:

- Case ID:** 37868919
- Decedent Name:** Betty Gherkin
- Event Date:** Jul-11-2024
- Death Place:** Regional Hospital of Scranton
- Case Status:** Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, Unregistered
- Decedent Attributes:**
 - Occupation:** Underwater Basketweaving
 - Decedent Industry:** Textiles
 - Decedent Education:** Doctorate (e.g., PhD, EdD) or Professional degree (M.D., M.P.A., etc.)
 - Ancestry:** No, not Spanish/Hispanic/Latino
 - Race:** Refused, American Indian or Alaskan Native, specify tribe, Asian Indian, Black or African American, Vietnamese, White, Other Asian, Other Pacific Islander

The 'Save' button is highlighted with a red border, indicating it is the next step in the process.

As a Funeral Home Data Entry User, you have finished completing the case. The Funeral Director you assigned to the Disposition tab is required to log into eVitals to review and sign the case. You can continue on to learn about the tasks under Other Links.

Other Links

Beneath the Other Links section are a series of links that display depending on the status of the case.

The following links display after a case is registered:

- Order Certified Copies
- Amendment History

The following links display while a case is unregistered:

- Relinquish Case
- Transfer Ownership
- Medical Certification Request

Other Links
Order Certified Copies
✔ Documentary Evidence
✔ Case Messages
Event Issuance History
Drop To Paper
Print Forms
Amendment History
Case Status History
Request to Abandon/Void
Comments
Registration Validations

Registered Case

Other Links
Relinquish Case
Documentary Evidence
Case Messages
Event Issuance History
Drop To Paper
Print Forms
Case Status History
Request to Abandon/Void
Comments
Registration Validations
Transfer Ownership
Medical Certification Request

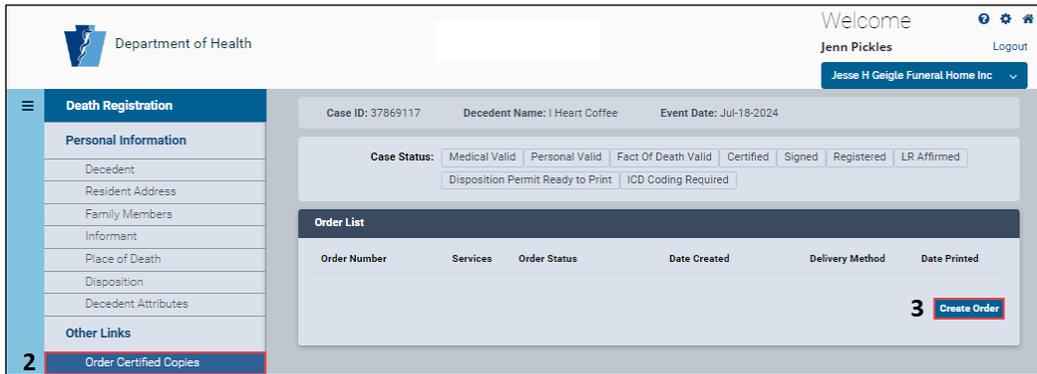
UnRegistered Case

Order Certified Copies

The Order Certified Copies link displays after a case is registered. When you order copies of the death certificate, it goes to your local registrar to be processed.

To Order a Certified Copy of a Death Certificate:

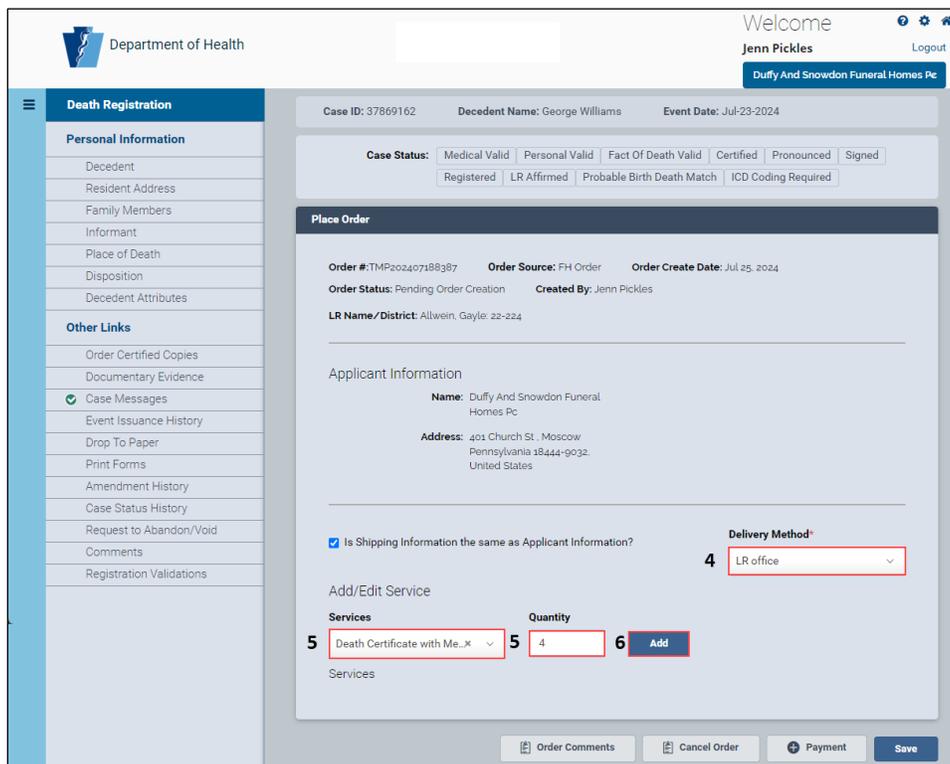
1. Locate the case you would like to order copies of the death certificate.
2. Click the Order Certified Copies link under Other Links.
3. Click the **Create Order** button.



The screenshot shows the user interface for a death registration case. The user is logged in as Jenn Pickles. The case details include Case ID: 37869117, Decedent Name: I Heart Coffee, and Event Date: Jul-18-2024. The 'Case Status' section shows various options like 'Medical Valid', 'Personal Valid', etc. The 'Order List' table is currently empty, and a '3 Create Order' button is visible at the bottom right of the table area. In the left-hand navigation menu, under 'Other Links', the 'Order Certified Copies' link is highlighted with a red box and the number '2' next to it.

4. Select the Delivery Method from the dropdown.

NOTE: You can order from your Local Registrar up to 90 days after the case has been registered.
5. Select the Service type from the drop-down list, then enter the amount you want to order in the Quantity field. You can add multiple services to an order.
6. Click the **Add** button to add the service to the order.



The screenshot shows the 'Place Order' form for a certified copy of a death certificate. The user is logged in as Jenn Pickles. The case details include Case ID: 37869162, Decedent Name: George Williams, and Event Date: Jul-23-2024. The 'Case Status' section shows various options like 'Medical Valid', 'Personal Valid', etc. The 'Place Order' section includes fields for Order #, Order Source, Order Create Date, Order Status, and LR Name/District. The 'Applicant Information' section includes Name and Address. The 'Delivery Method' dropdown is set to 'LR office' and is highlighted with a red box and the number '4'. The 'Add/Edit Service' section includes a table with columns for Services and Quantity. The first row shows 'Death Certificate with Me..x' with a quantity of '4', and the 'Add' button is highlighted with a red box and the number '6'. The '5' next to the service name is also highlighted with a red box. At the bottom of the form, there are buttons for 'Order Comments', 'Cancel Order', 'Payment', and 'Save'.

7. Next, select the payment method from the drop-down list, then click the **Add Payment** button.
8. Enter the payment amount in the Amount field, then click the **Save** button.

Department of Health

Welcome
Jenn Pickles
Logout
Duffy And Snowdon Funeral Homes Pc

Case ID: 37868937 Decedent Name: Living Rent Free Event Date: Jul-11-2024

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered
LR Affirmed | Disposition Permit Ready to Print | ICD Coding Required

Process Payment

Service Type	Quantity	Amount	Waived	Voided	Discount
Death Certificate with Medical Information	4	80.00			View

Payment Summary	
Order Sub Total	\$80.00
VitalChek Fee	⊖ \$0.00
Shipping and Handling Fee	⊖ \$0.00
Total Waive	⊖ \$0.00
Order Total	= \$80.00
Total Payment	⊖ \$0.00
Total Refund	⊖ \$0.00
Total Adjustment	\$0.00
Non Refundable	⊖ \$0.00
Total Balance	= (\$80.00)

Select Payment Method

8 FH Payment Due at Pickup x ▾

8 **Add Payment**

Add Payment Details

Amount*

9 80.00

9 **Save** **Clear**

Back to Order

The payment method reflects the funeral home will pay at the time of pickup.

9. Click the **Back to Order** button to return and submit your order.

Department of Health

Welcome
Jenn Pickles Logout
Duffy And Snowdon Funeral Homes Pc

Case ID: 37868937
Decedent Name: Living Rent Free
Event Date: Jul-11-2024

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | LR Affirmed

Disposition Permit Ready to Print | ICD Coding Required

Process Payment

Services

Service Type	Quantity	Amount	Waived	Voided	Discount
Death Certificate with Medical Information	4	80.00			View

Payment Summary

Payment Due at Pickup \$80.00

Order Sub Total	\$80.00
VitalChek Fee	\$0.00
Shipping and Handling Fee	\$0.00
Total Waive	\$0.00
Order Total	= \$80.00
Total Payment	\$80.00
Total Refund	\$0.00
Total Adjustment	\$0.00
Non Refundable	\$0.00
Total Balance	= \$0.00

Select Payment Method

FH Payment Due at Pickup

[Add Payment](#)

Add Payment Details

Amount*

0.00

[Save](#)
[Clear](#)

Payment saved successfully

Payment Details

Payment Method	Payment Date	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	Amount	VPS Closed	IsVoided	Edit	Delete	Adjustment
FH Payment Due at Pickup	Jul 15, 2024	Duffy And Snowdon Funeral Homes Pc	Pickles, Jenn						80.00	No	No	✎	🗑	

10 Back to Order

10. You are taken back to the order screen. Click the **Submit Order** button to complete your order. Your Local Registrar will receive your order and begin to process it.

The screenshot shows the 'Place Order' screen in the Department of Health's Death Registration system. The interface includes a sidebar with navigation options, a top header with user information, and a main content area with various form fields and buttons.

Department of Health | Welcome Jenn Pickles | Logout | Duffy And Snowdon Funeral Homes Pc

Case ID: 37868937 | Decedent Name: Living Rent Free | Event Date: Jul-11-2024

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered
LR Affirmed | Disposition Permit Ready to Print | ICD Coding Required

Place Order

Order #: FH0202407188148 | Order Source: FH Order | Order Create Date: Jul 15, 2024
Order Status: Payment Processed | Created By: Jenn Pickles
LR Name/District: Feeney, Ann Honey: 22-222

Applicant Information

Name: Duffy And Snowdon Funeral Homes Pc
Address: 401 Church St., Moscow, Pennsylvania 18444-9032, United States

Is Shipping Information the same as Applicant Information? | Delivery Method*: LR office

Add/Edit Service

Services	Quantity	
Select one	1	Add

Service Name	Quantity	Edit
Death Certificate with Medical Information	4	

11

Order Comments | Cancel Order | **Submit Order** | Order Receipt | Payment | Save

Documentary Evidence

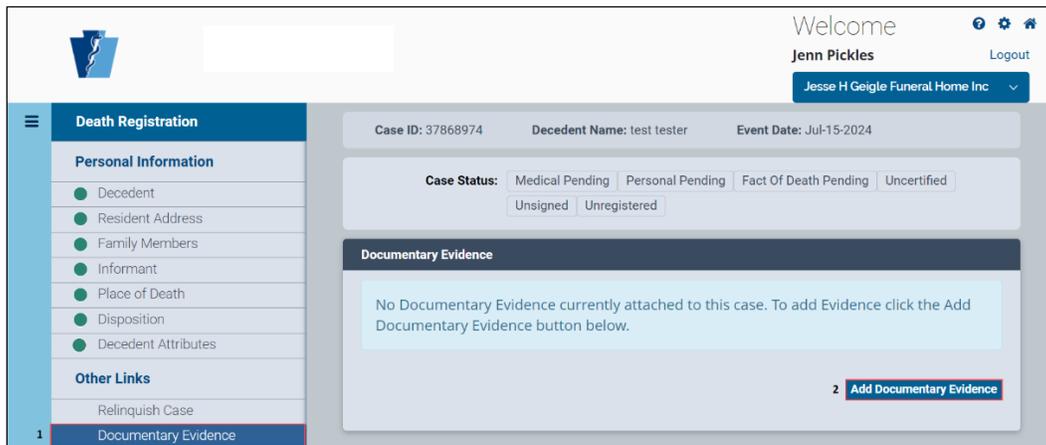
When you attach the Medical Certification Worksheet to your signed case, eVitals will automatically drop your case to paper for you. A green circle with white checkmark will display next to the Documentary Evidence link and next to the Case Messages link, indicating a message has been inserted that your case has been dropped to paper.

eVitals supports a variety of file types to upload:

- BMP
- PNG
- JPEG
- PDF
- TIFF
- JP2

To Upload a Document to Documentary Evidence:

1. Click the Documentary Evidence link under Other Links.
2. Click Add Documentary Evidence button.



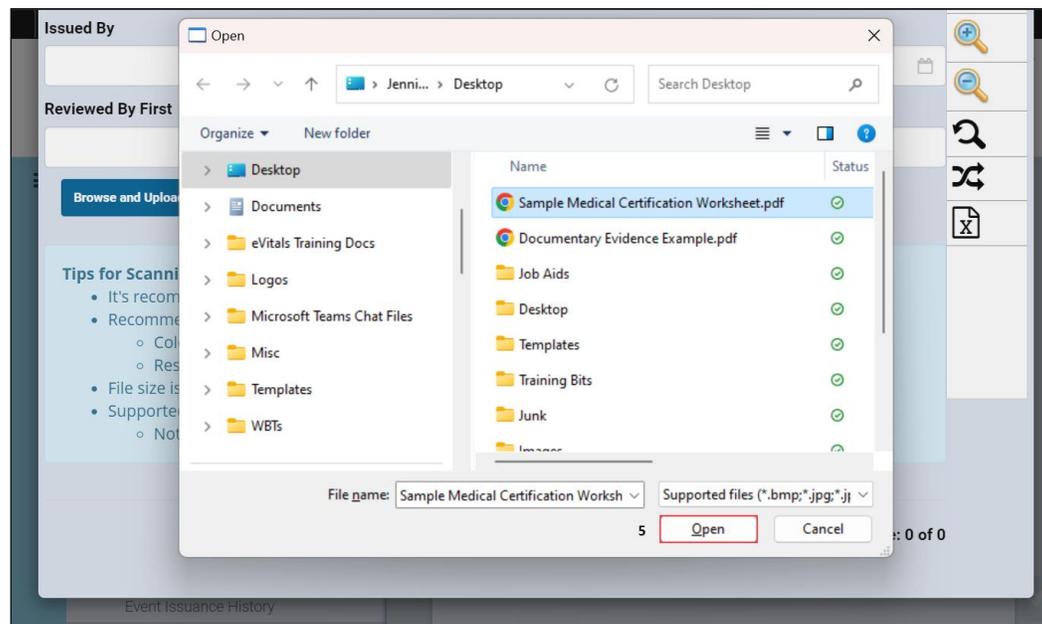
The screenshot displays the Pennsylvania eVitals web application interface. At the top right, it shows a 'Welcome' message for 'Jenn Pickles' with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The main content area is divided into a left sidebar and a main panel. The sidebar, under 'Death Registration', lists 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes) and 'Other Links' (Relinquish Case, **Documentary Evidence**). The main panel shows case details: Case ID: 37868974, Decedent Name: test tester, Event Date: Jul-15-2024. Below this, 'Case Status' includes Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, and Unregistered. The 'Documentary Evidence' section contains a message: 'No Documentary Evidence currently attached to this case. To add Evidence click the Add Documentary Evidence button below.' and a red 'Add Documentary Evidence' button.

3. Select **Document Type** from the drop-down list.
 - a. Select Medical Certification Worksheet for hybrid cases.
If you select **Other**, enter comments about the document you are uploading.
4. Click **Browse and Upload** to upload the document(s).

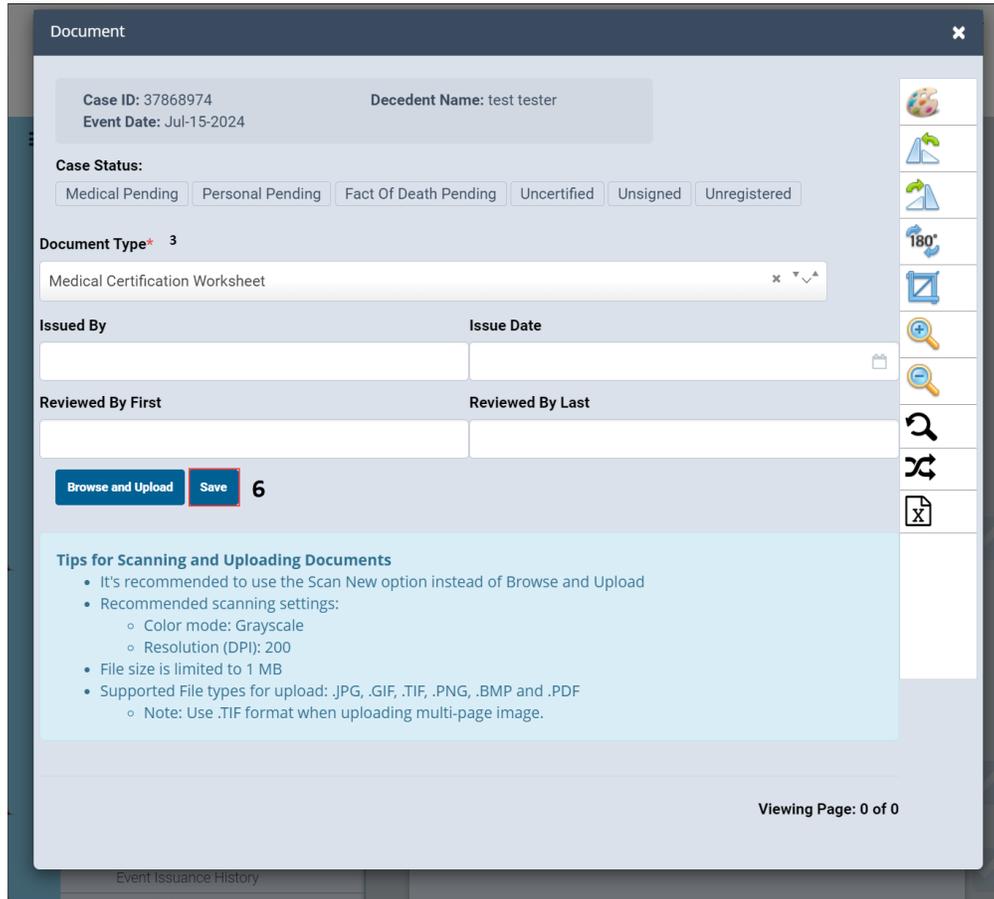
The screenshot shows a 'Document' form with the following fields and options:

- Case ID: 37868974, Decedent Name: test tester, Event Date: Jul-15-2024
- Case Status: Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered
- Document Type*: 3 (Medical Certification Worksheet)
- Issued By: [Empty], Issue Date: [Empty]
- Reviewed By First: [Empty], Reviewed By Last: [Empty]
- Buttons: Browse and Upload, Save
- Number: 4
- Tips for Scanning and Uploading Documents:
 - It's recommended to use the Scan New option instead of Browse and Upload
 - Recommended scanning settings:
 - Color mode: Grayscale
 - Resolution (DPI): 200
 - File size is limited to 1 MB
 - Supported File types for upload: .JPG, .GIF, .TIF, .PNG, .BMP and .PDF
 - Note: Use .TIF format when uploading multi-page image.

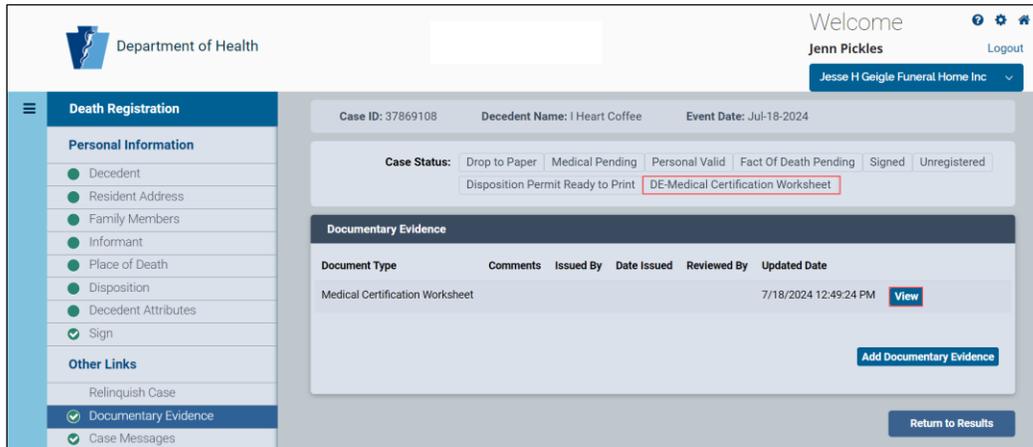
5. Locate the document you want to upload, then click the **Open** button.



6. Click the **Save** button.



The document you uploaded displays in the Documentary Evidence page and can be viewed by clicking the **View** button. The type of document you uploaded is also reflected in the Case Status



Case Messages

Use Case Messages if you want to communicate with users within your facility or with the Death Registry Unit.

You can send Case Messages to users based on Recipient Type:

- **Functional Entity** – Used to communicate with the Death Registry Unit.
- **Role** – Used to communicate with users within your facility.

Sending Case Messages by the Functional Entity Type

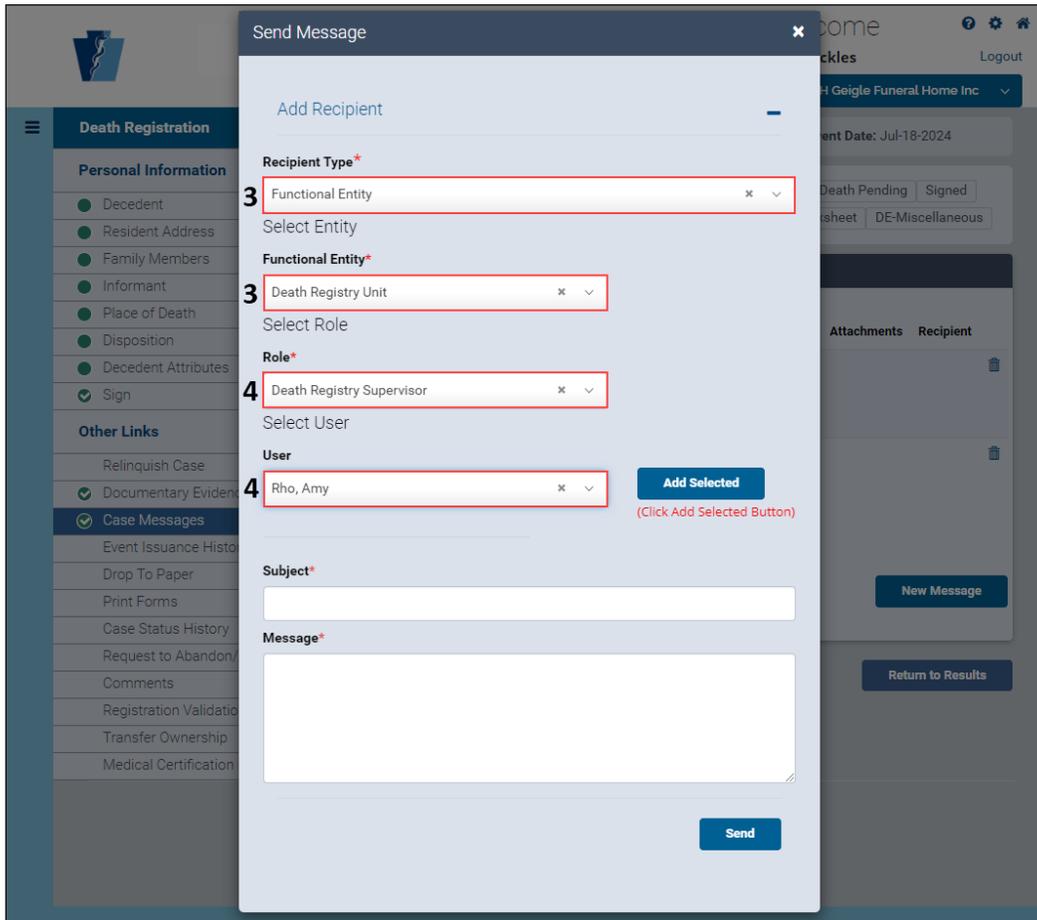
1. Click the Case Messages link under Other Links.
2. Click the **New Message** button to open the Send Message window.

The screenshot displays the Death Registration system interface. The top navigation bar includes a logo, the user name 'Jenn Pickles', and a 'Logout' button. Below the navigation bar, the case details are shown: Case ID: 37869108, Decedent Name: I Heart Coffee, and Event Date: Jul-18-2024. The 'Case Status' section includes buttons for 'Medical Pending', 'Personal Valid', 'Fact Of Death Pending', 'Signed', 'Unregistered', 'DE-Medical Certification Worksheet', and 'DE-Miscellaneous'. The 'Messages' section contains a table with the following data:

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		

The 'Other Links' section on the left sidebar includes 'Case Messages', which is highlighted with a red box and a '1' next to it. A 'New Message' button is highlighted with a red box and a '2' next to it.

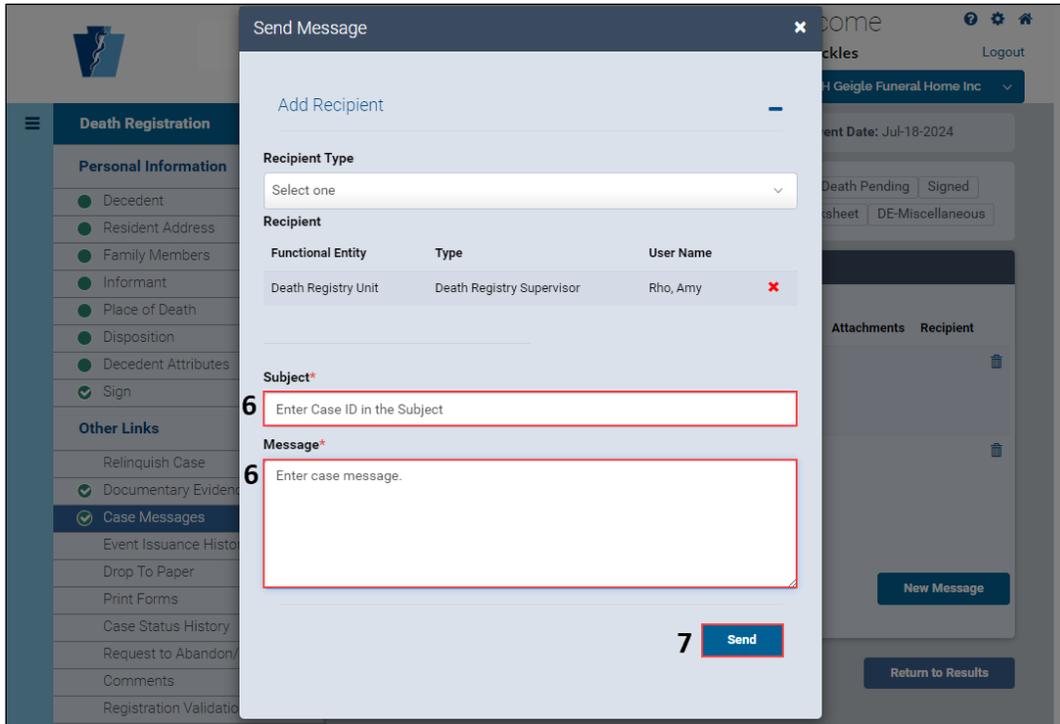
3. Select Functional Entity from the Recipient Type drop-down list, then select Death Registry Unit from the Functional Entity drop-down list.
4. Select the Death Registry Unit role from the Role drop-down list, then select the individual you want to send the message to from the User drop-down list.



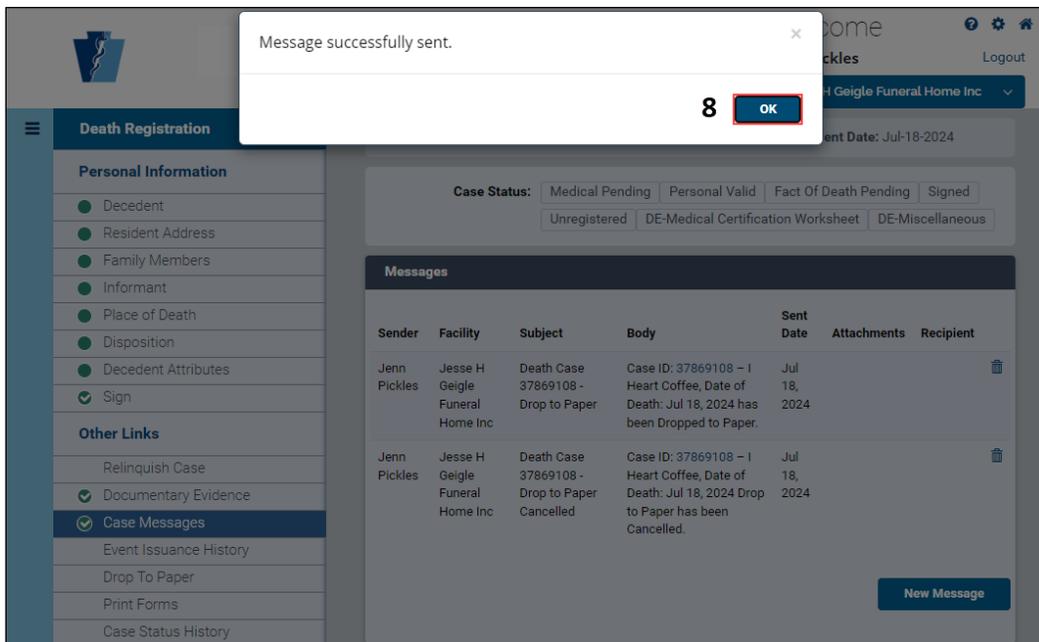
5. Click the **Add** button to add the User to your message. Repeat steps 01 – 04 to add additional users.

NOTE: Click the red ✖ to remove a user from your message.

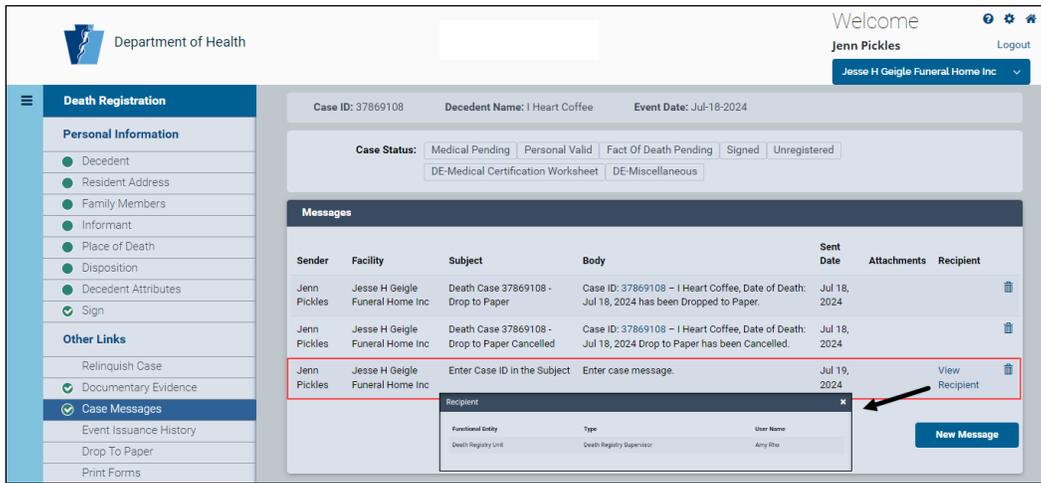
6. Enter your case ID in the Subject field, then enter your message in the Message field.)
7. Click the **Send** button to send the message.



8. A pop-up window displays that your message was successfully sent. Click the OK button to continue.



Your message displays in the Case Messages list and a green circle with a white checkmark next to the Case Messages link in the navigation panel. Click the View Recipient link to view the recipient of messages in the list.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869108 Decedent Name: I Heart Coffee Event Date: Jul-18-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered
DE-Medical Certification Worksheet | DE-Miscellaneous

Messages

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Enter Case ID in the Subject	Enter case message.	Jul 19, 2024		View Recipient

Recipient

Functional Entity	Type	User Name
Death Registry Child	Death Registry Supervisor	Amy Wile

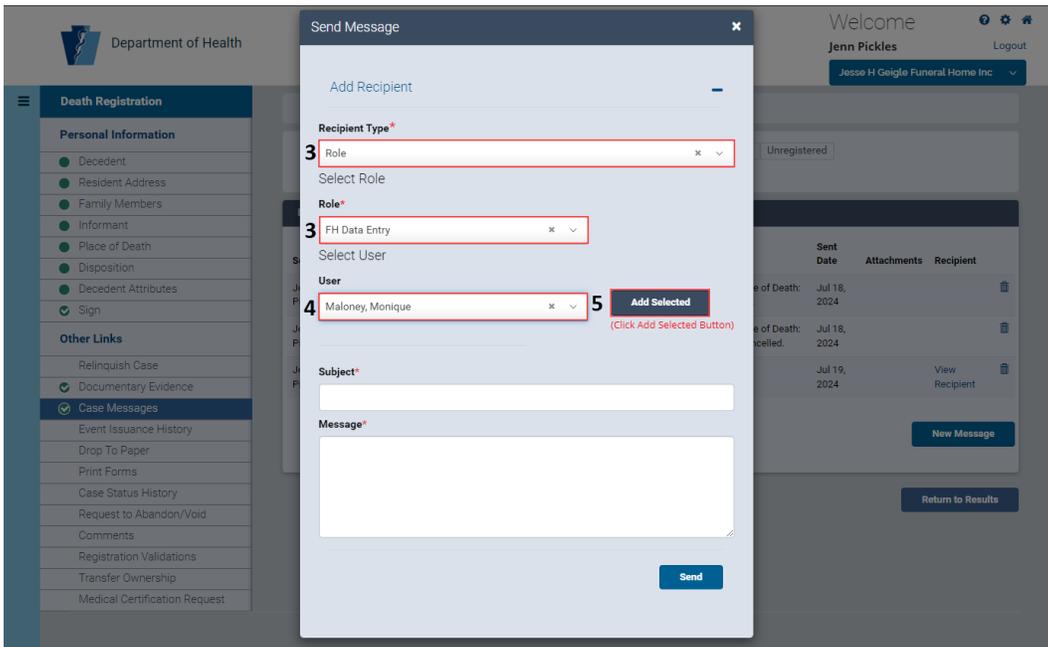
New Message

Sending Case Messages by the Role Type

1. Click the Case Messages link under Other Links to display the Messages page. System and user generated messages display.
2. Click the **New Message** button to open the Send Message window.

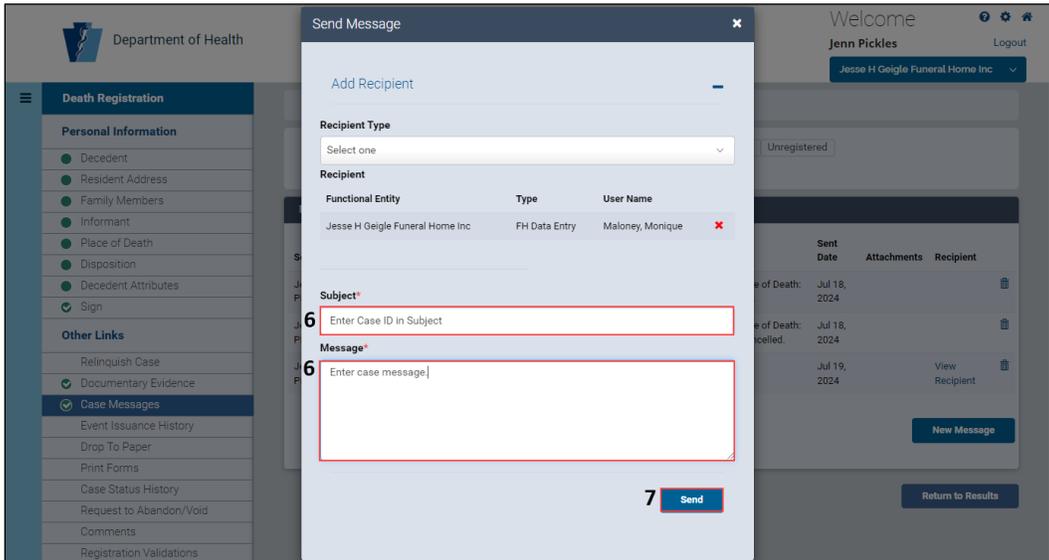


3. Select Role from the Recipient Type drop-down list, then select Funeral Home role from the Role drop-down list.
4. Select the individual you want to send the message to from the User drop-down list.
5. Click the **Add** button to add the User to your message. Repeat steps 01 – 04 to add additional users.

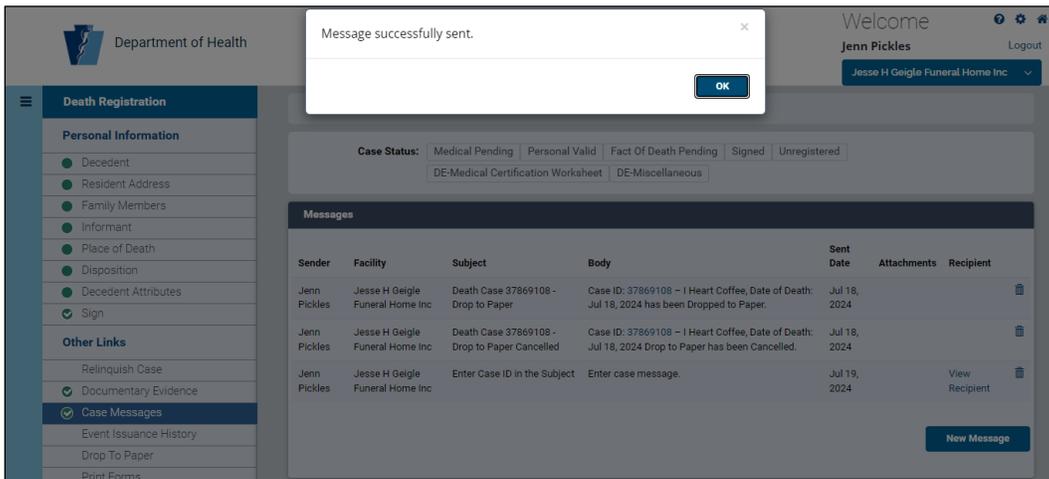


6. Enter the case in the Subject, then enter the message in the Message field.
7. Click the **Send** button to deliver the message.

NOTE: Click the red ✖ to remove a user from your message.



8. A window displays confirming that your message was sent. Click the **OK** button to continue.



Deleting Case Messages

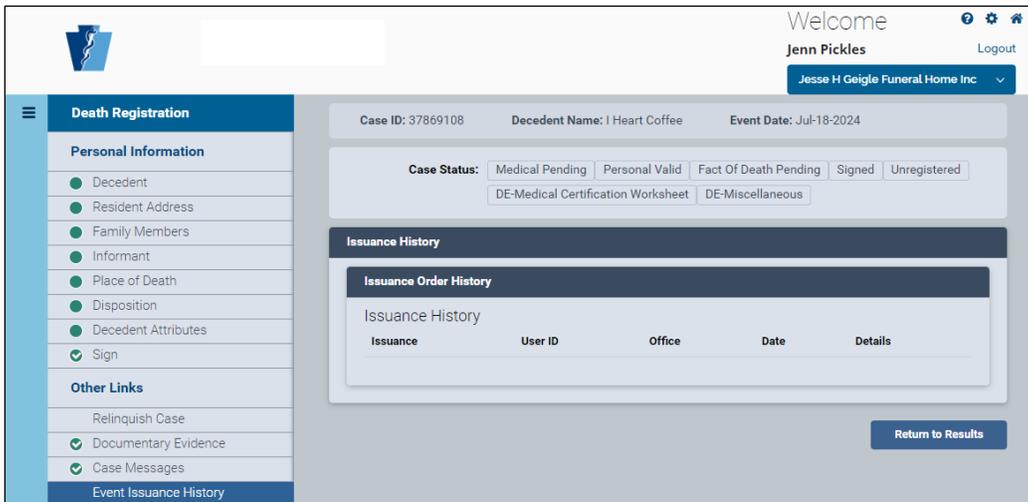
To delete a case message, click the trash can  icon at the end of the message row. Make sure you want to delete the message, as there is no confirmation window and no way to retrieve it once it is deleted.



The screenshot shows the Department of Health web application interface. The top navigation bar includes the Department of Health logo, a search bar, and a user profile for Jenn Pickles with a Logout button and a dropdown menu for Jesse H Geigle Funeral Home Inc. The main content area displays case information for Case ID: 37869108, Decedent Name: I Heart Coffee, and Event Date: Jul-18-2024. Below this, there are tabs for Case Status (Medical Pending, Personal Valid, Fact Of Death Pending, Signed, Unregistered) and DE-Medical Certification Worksheet, DE-Miscellaneous. The Messages section contains a table with three rows of messages. Each row has a trash can icon in the Recipient column, which is highlighted with a red box. A 'New Message' button is located at the bottom right of the Messages section.

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Enter Case ID in the Subject	Enter case message.	Jul 19, 2024		View Recipient 

You will not see any activity on this page during case progression.



Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869108 Decedent Name: I Heart Coffee Event Date: Jul-18-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Signed Unregistered
DE-Medical Certification Worksheet DE-Miscellaneous

Issuance History

Issuance Order History

Issuance	User ID	Office	Date	Details
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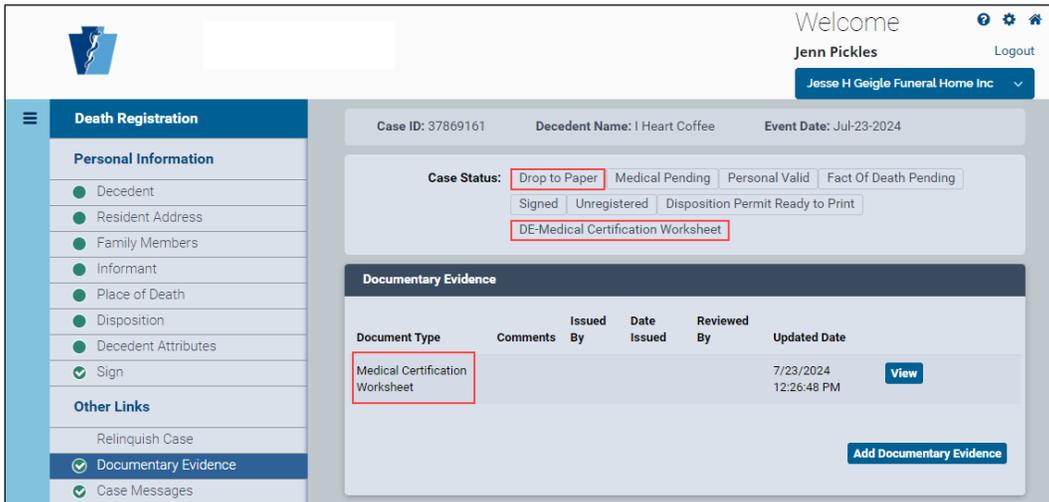
Return to Results

Drop To Paper

When dropping a case to paper, your case needs to be signed and verify the medical certification worksheet is uploaded to the Documentary Evidence page. eVitals automatically drops the case to paper and no further action is needed.

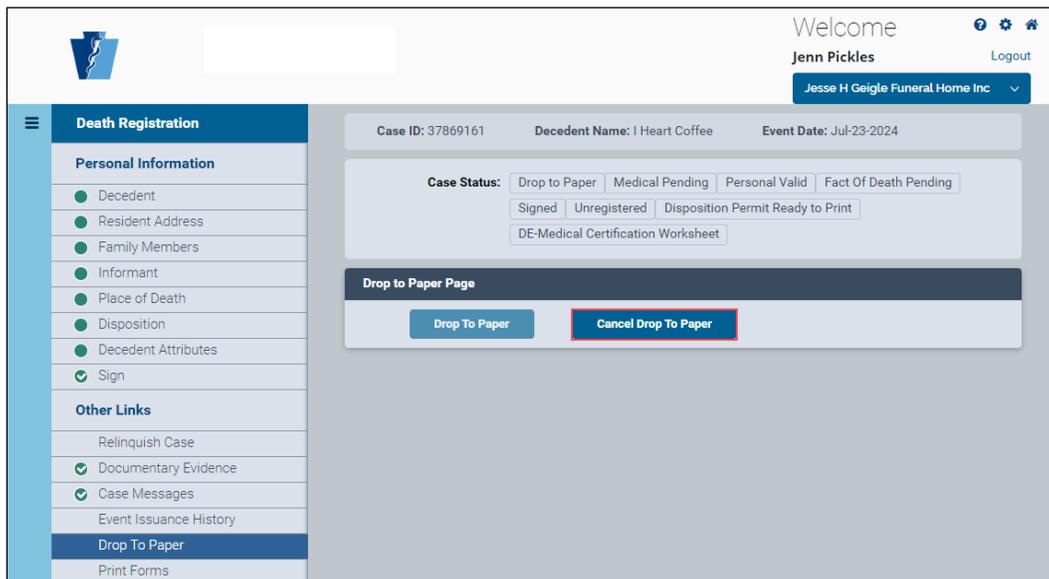
Auto Drop to Paper

1. In your signed case, upload the medical certification worksheet to the Documentary Evidence page. eVitals automatically assigns the Drop to Paper and DE-Medical Certification Worksheet case statuses.



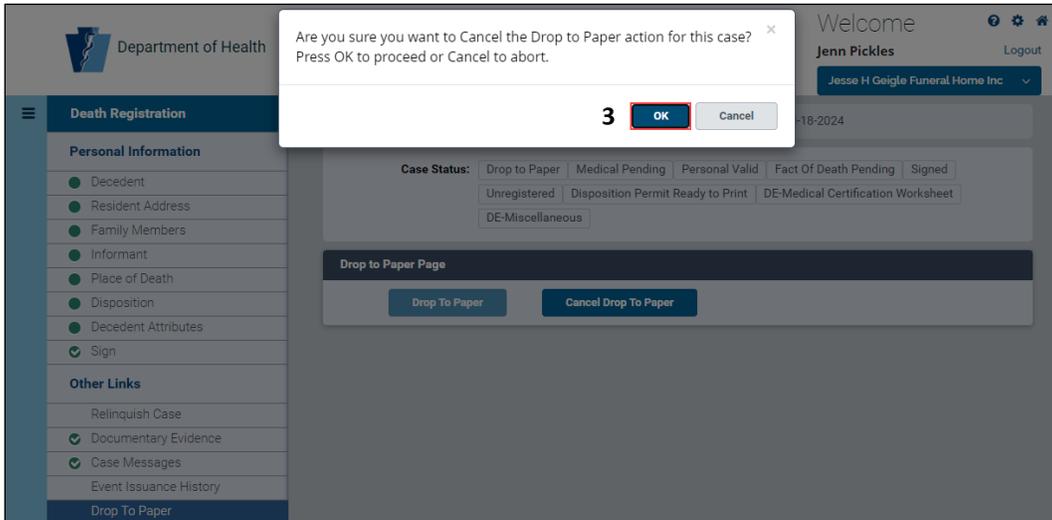
The screenshot shows the eVitals interface for a case. The top right corner displays 'Welcome Jenn Pickles' and 'Logout'. Below this is a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The main content area shows 'Case ID: 37869161', 'Decedent Name: I Heart Coffee', and 'Event Date: Jul-23-2024'. The 'Case Status' section includes buttons for 'Drop to Paper', 'Medical Pending', 'Personal Valid', and 'Fact Of Death Pending'. Below these are buttons for 'Signed', 'Unregistered', and 'Disposition Permit Ready to Print'. A red box highlights the 'Drop to Paper' button and the 'DE-Medical Certification Worksheet' button. The 'Documentary Evidence' section contains a table with columns for 'Document Type', 'Comments', 'Issued By', 'Date Issued', 'Reviewed By', and 'Updated Date'. A row is visible for 'Medical Certification Worksheet' with a 'View' button. A red box highlights the 'Medical Certification Worksheet' document type. At the bottom right of the table is an 'Add Documentary Evidence' button.

2. If you need to cancel the Drop to Paper, click the **Cancel Drop to Paper** button on the Drop to Paper page.

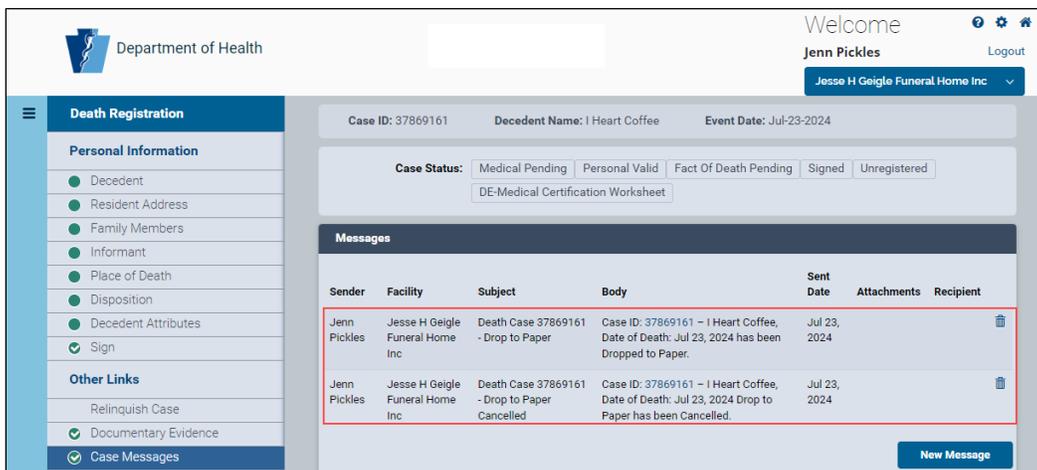


The screenshot shows the eVitals interface for a case, similar to the previous one. The top right corner displays 'Welcome Jenn Pickles' and 'Logout'. Below this is a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The main content area shows 'Case ID: 37869161', 'Decedent Name: I Heart Coffee', and 'Event Date: Jul-23-2024'. The 'Case Status' section includes buttons for 'Drop to Paper', 'Medical Pending', 'Personal Valid', and 'Fact Of Death Pending'. Below these are buttons for 'Signed', 'Unregistered', and 'Disposition Permit Ready to Print'. A red box highlights the 'Cancel Drop To Paper' button. The 'Drop to Paper Page' section contains two buttons: 'Drop To Paper' and 'Cancel Drop To Paper'. A red box highlights the 'Cancel Drop To Paper' button. The 'Other Links' section includes 'Relinquish Case', 'Documentary Evidence', 'Case Messages', 'Event Issuance History', 'Drop To Paper', and 'Print Forms'.

3. Click the **OK** button to confirm you want to cancel the Drop to Paper action for your case in the confirmation pop-up window.



When you cancel a Drop to Paper, the Drop to Paper eVitals removes the case status and inserts a case message indicating the Drop to Paper cancellation.

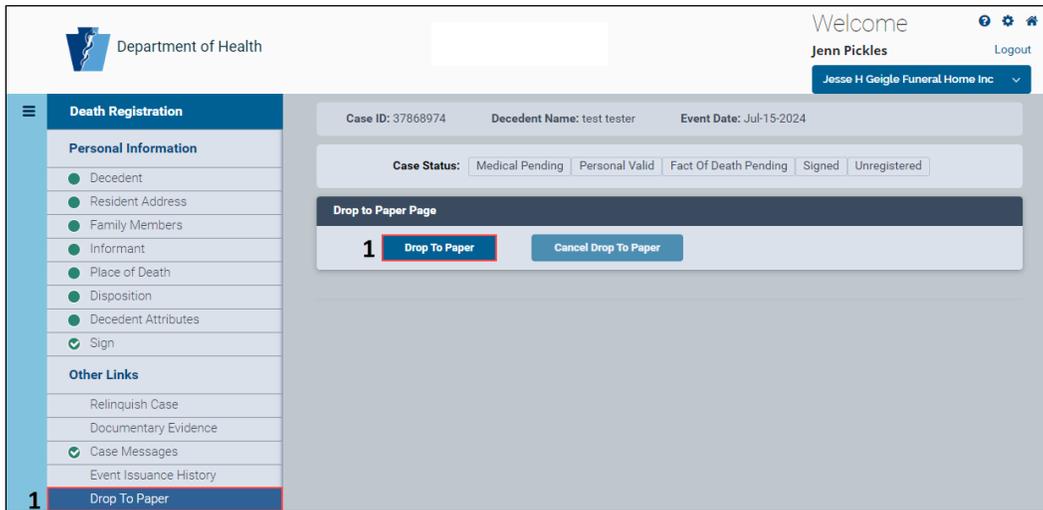


NOTES

Manual Drop to Paper

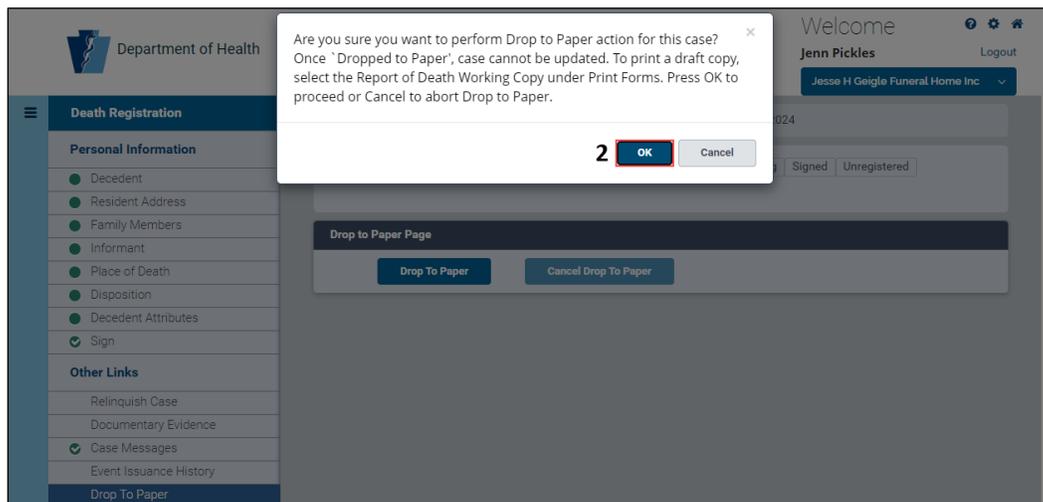
Follow these steps to manually drop your case to paper.

1. Click the Drop to Paper link under Other Links in the Navigation panel, then click the **Drop To Paper** button on the Drop to Paper Page.



2. Click the **OK** button to confirm you want to perform the Drop to Paper action on your case.

NOTE: To print a draft copy, print the Report of Death Working Copy under Print Forms.



Print Forms

The Print Forms page contains documents relevant to the progression of the case. The documents available change depending on the case status.

Unregistered Cases:

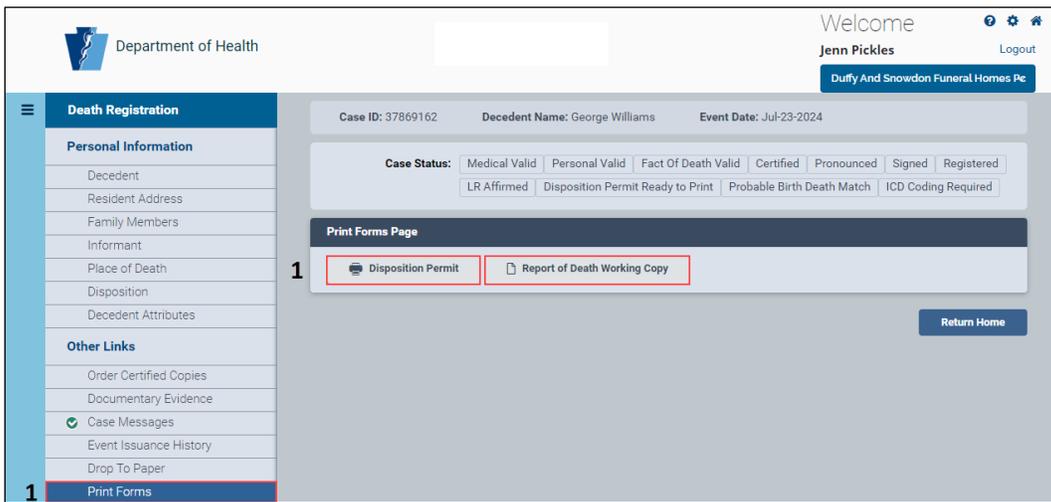
- Report of Death Working Copy

Registered Cases:

- Disposition Permit
- Report of Death Working Copy

Printing Forms

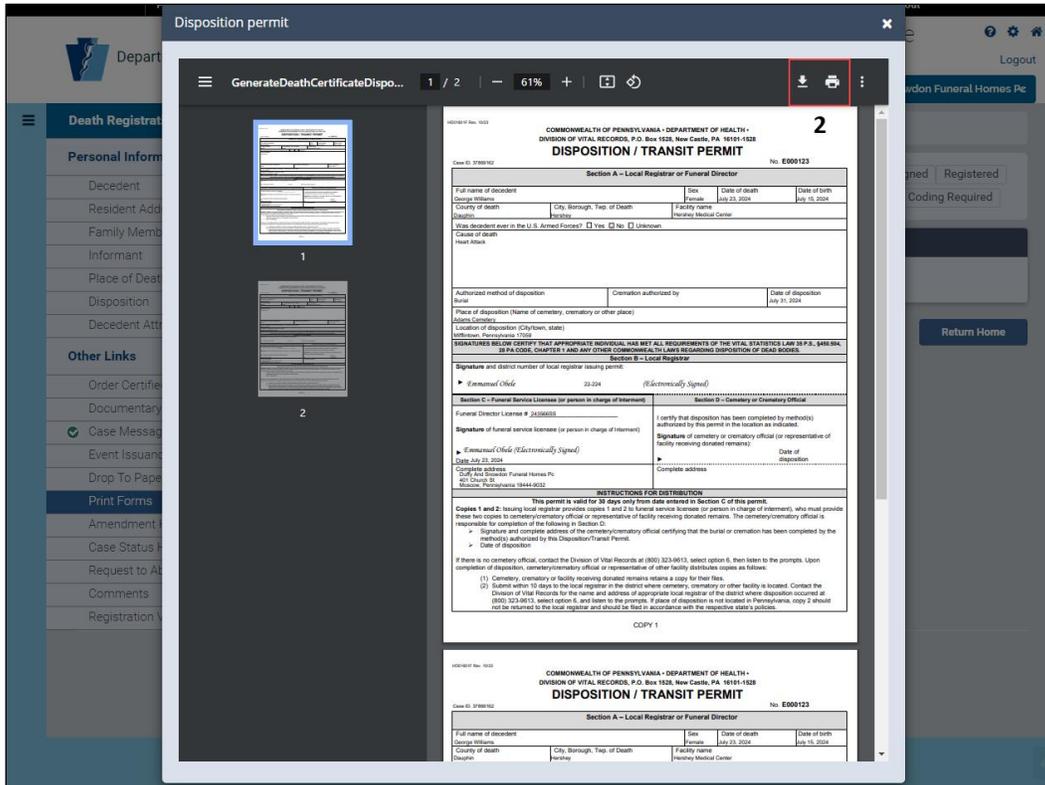
1. In your registered/unregistered case, click the Print Forms link under Other Links and select the document you would like to print.



The screenshot shows the Pennsylvania Department of Health's Death Registration system. The top navigation bar includes the Department of Health logo, a user profile for 'Jenn Pickles', and a 'Logout' button. The main content area is titled 'Death Registration' and displays case information: Case ID: 37869162, Decedent Name: George Williams, and Event Date: Jul-23-2024. Below this, there are tabs for 'Case Status' including Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, and Registered. A 'Print Forms Page' section contains two buttons: 'Disposition Permit' and 'Report of Death Working Copy'. A red box highlights the 'Print Forms' link in the sidebar and the 'Print Forms Page' header, with a '1' next to it.

NOTES

- The document opens in a new window. You can now print the document or save it to a location on your desktop to print at a later time.



NOTES

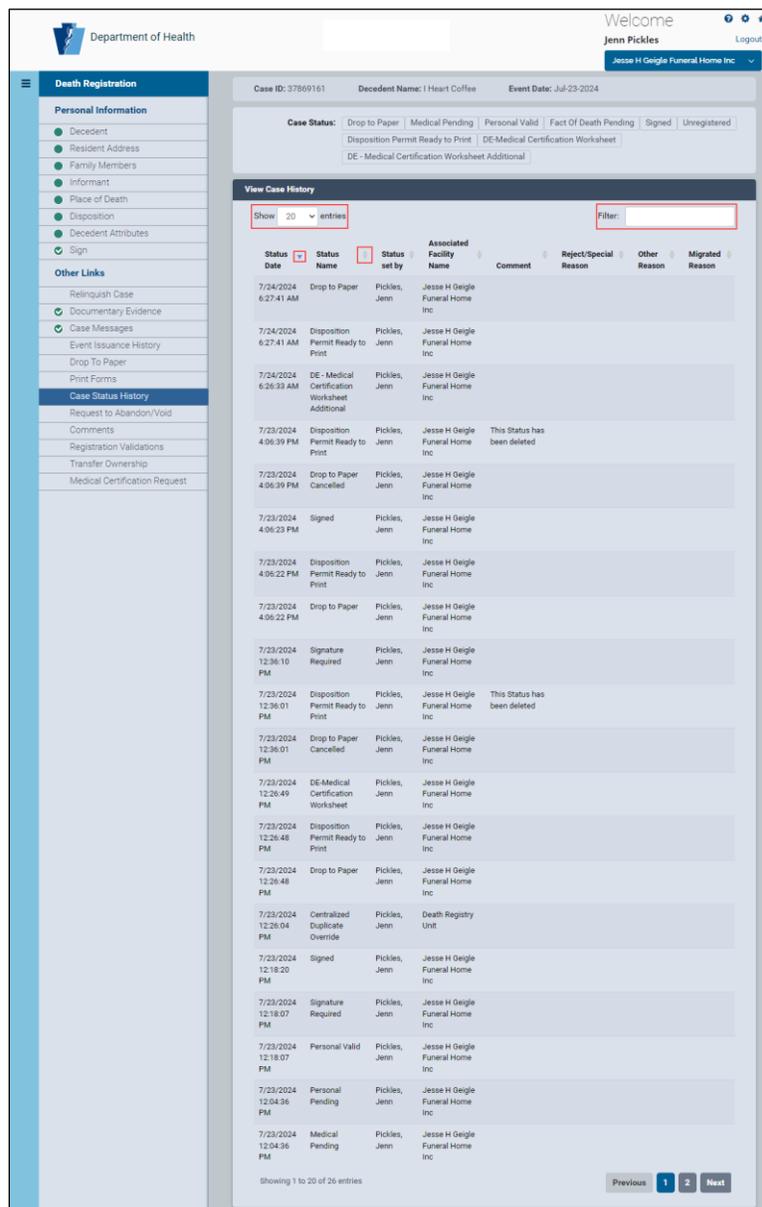
Case Status History

The Case Status History page provides a “who did what when” audit trail for the case status. Whenever the case status at the top of the page changes, you can see who did it, when, and their associated facility. Additional information, such as comments and reasons also display if they are available.

You can select how many entries you want to display at a time using the Show Entries drop-down and filter the results using the Filter field if you would like to see specific results.

If you would like to see your results in ascending or descending order, click a column header with a triangle next to it. A downward facing triangle ▼ indicates a descending sort or newest to oldest for dates and an upward facing triangle ▲ indicates an ascending sort or oldest to newest for dates. Use the **Previous** and **Next** buttons at the bottom to navigate multiple pages.

1. Click the Click Case Status History link under Other Links to view the Case History page.



Department of Health | Welcome Jenn Pickles | Logout | Jesse H Geigle Funeral Home Inc

Case ID: 37869161 | Decedent Name: I Heart Coffee | Event Date: Jul-23-2024

Case Status: Drop to Paper | Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered
 Disposition Permit Ready to Print | DE-Medical Certification Worksheet
 DE - Medical Certification Worksheet Additional

View Case History

Show 20 entries | Filter:

Status Date	Status Name	Status set by	Associated Facility Name	Comment	Reject/Special Reason	Other Reason	Migrated Reason
7/24/2024 6:27:41 AM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/24/2024 6:27:41 AM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/24/2024 6:26:23 AM	DE - Medical Certification Worksheet Additional	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:39 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc	This Status has been deleted			
7/23/2024 4:06:39 PM	Drop to Paper Cancelled	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:23 PM	Signed	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:22 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:22 PM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:36:10 PM	Signature Required	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:36:01 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc	This Status has been deleted			
7/23/2024 12:36:01 PM	Drop to Paper Cancelled	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:49 PM	DE-Medical Certification Worksheet	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:48 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:48 PM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:04 PM	Centralized Duplicate Override	Pickles, Jenn	Death Registry Unit				
7/23/2024 12:18:20 PM	Signed	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:18:07 PM	Signature Required	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:18:07 PM	Personal Valid	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:04:36 PM	Personal Pending	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:04:36 PM	Medical Pending	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				

Showing 1 to 20 of 26 entries | Previous 1 2 Next

Requesting to Abandon/Void a Case

If you come across an *unregistered* case that has been created in error or is not needed, you can submit a request for it to be *abandoned*. If you have a case that has been *registered* and you determine that it is not needed, you can submit a case for it to be *voided*.

- Abandoned requests can be approved by your Facility Administrator or by the Death Registry Unit.
- Void requests can only be approved by the Death Registry Unit.

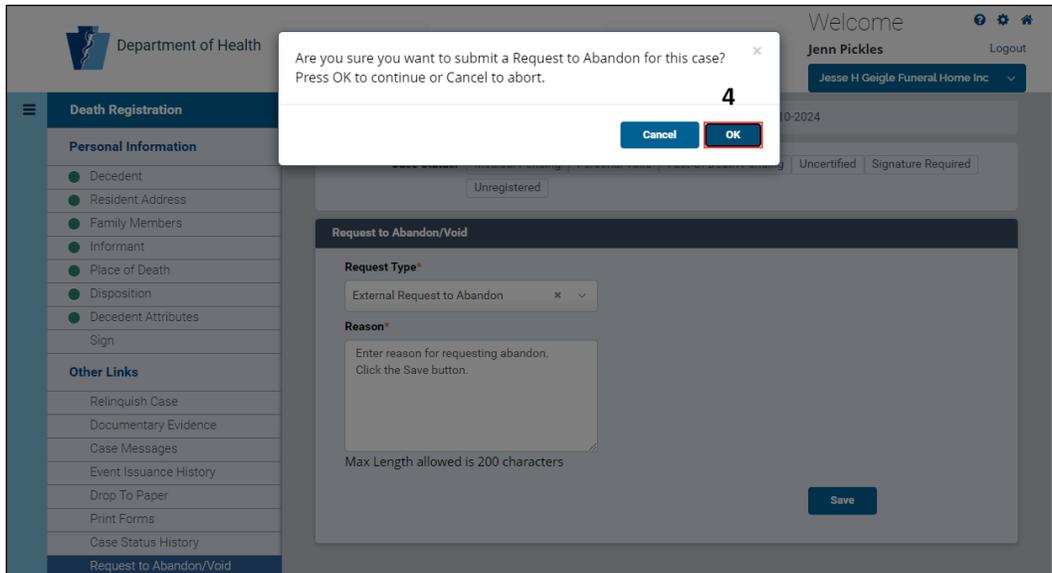
NOTE: The Death Registry Unit (DRU), the Facility Administrator, and Deputy Facility Administrator are the only users who can access and take action on the cases in the External Request to Abandon Death queue. The External Request to Void Death queue can only be accessed and worked by the DRU. The steps to void a registered case are the same as below. The options in the drop-down lists are different.

Submitting a Request to Abandon an Unregistered Case

1. Click the Request to Abandon/Void link under Other Links.
2. Select External Request to Abandon from the Request Type drop-down list, then enter your reason for requesting the abandon in the Reason field.
3. Click the **Save** button to save your request.

The screenshot displays the 'Request to Abandon/Void' form within the Department of Health system. The interface includes a navigation menu on the left with 'Request to Abandon/Void' highlighted (1). The main content area shows case details: Case ID: 37868896, Decedent Name: Teras Tist'ool, and Event Date: Jul-10-2024. The 'Case Status' is 'Unregistered'. The form fields are: 'Request Type' (2) set to 'External Request to Abandon', and 'Reason' (2) with a text area containing the instruction 'Enter reason for requesting abandon. Click the Save button.' A 'Save' button (3) is located at the bottom right of the form. The maximum length for the reason field is 200 characters.

4. Click the **OK** button to confirm you want to request the abandon.



The case moves to the External Request to Abandon/Void Death queue. The case status is also updated with External request to Abandon/Void and the Case Status History page is updated with the new status change.

The Death Registry Unit (DRU,) the Facility Administrator, and Deputy Facility Administrator are the only users who can access and take action on the cases in the External Request to Abandon Death queue.

NOTES

Cancelling a Request to Abandon/Void a Case

You can cancel your request to abandon or void a case by searching for the case number or locating your case in the External Request to Abandon Death or External Request to Void Death queues.

1. Once you have your case open, navigate to the Request to Abandon/Void link.
2. Select Cancel Void/Abandon Request from the drop-down list, then enter your reason for cancelling the request in the Reason field.
3. Click the **Save** button to continue.

The screenshot displays the Department of Health web application interface. At the top left is the Department of Health logo. The top right shows a 'Welcome' message for 'Jenn Pickles' with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The main content area shows case details: Case ID: 37868896, Decedent Name: Teras Tistool, and Event Date: Jul-10-2024. Below this, there are tabs for 'Case Status' including 'Medical Pending', 'Personal Valid', 'Fact Of Death Pending', 'Uncertified', 'Signature Required', 'Unregistered', and 'External Request to Abandon'. The 'Request to Abandon/Void' section is active, showing a 'Request Type' dropdown menu with 'Cancel Void/Abandon Request' selected. Below this is a 'Reason' text field with a placeholder: 'Enter reason for cancelling request to abandon. Click the Save button.' A note below the field states 'Max Length allowed is 200 characters'. A 'Save' button is located at the bottom right of the form. The sidebar on the left contains a 'Death Registration' section with 'Personal Information' and 'Other Links' categories. The 'Request to Abandon/Void' link is highlighted with a red box and the number 1. The dropdown menu is highlighted with a red box and the number 2. The 'Save' button is highlighted with a red box and the number 3.

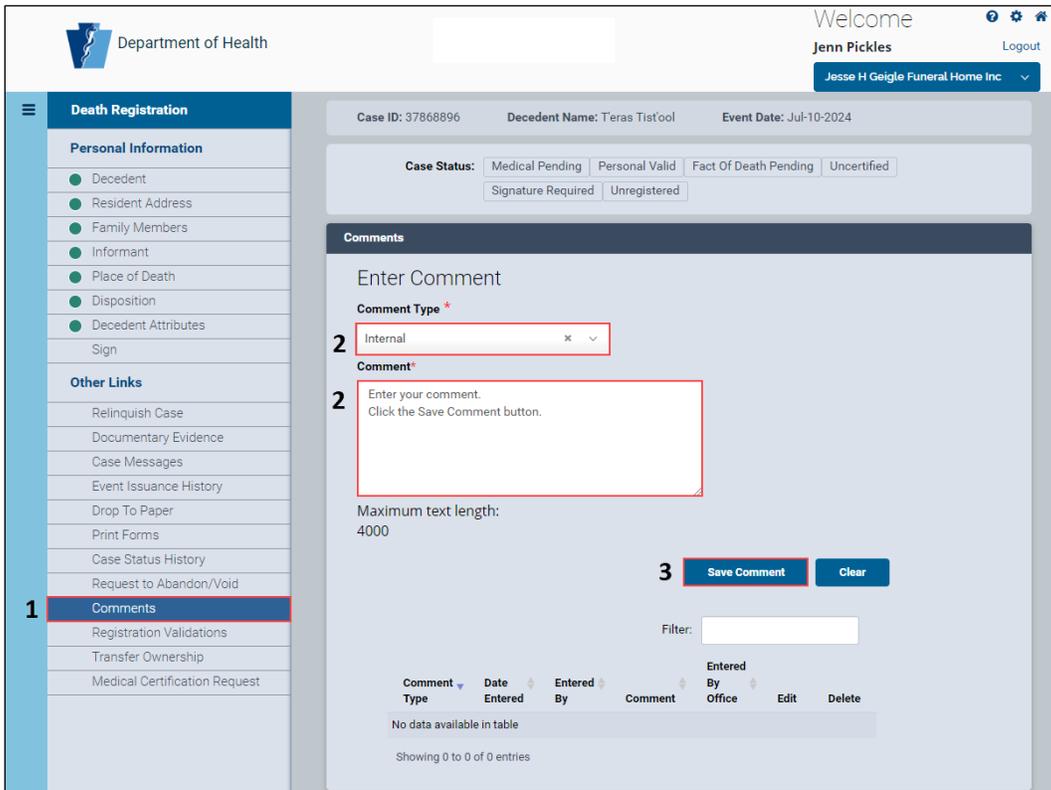
Comments

Use Comments to leave notes in your case for other authorized eVitals users to view. You can leave two types of comments in your case:

- **Internal** – Comments display to authorized users within your facility.
- **External** – Comments display to authorized users within eVitals who have access to the case.

Entering a Comment

1. Click the Comments link under Other Links.
2. Select the Comment Type from the drop-down list and enter your comment in the Comment box.
3. Click the **Save Comment** button.



The screenshot displays the 'Enter Comment' interface within the Pennsylvania Department of Health eVitals system. The interface includes a sidebar with navigation options, a header with user information, and a main content area for case details and comments.

Case Information:
 Case ID: 37868896 | Decedent Name: Teras Tistool | Event Date: Jul-10-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Uncertified
 Signature Required | Unregistered

Comments Section:
 Enter Comment
 Comment Type*: Internal (dropdown menu)
 Comment*: Enter your comment. Click the Save Comment button.
 Maximum text length: 4000
 Save Comment | Clear

Table:
 Filter: []
 Table Headers: Comment Type, Date Entered, Entered By, Comment, Entered By Office, Edit, Delete
 Content: No data available in table
 Showing 0 to 0 of 0 entries

NOTES

The message displays that your comment is saved, and your comment displays at the bottom of the page.

The screenshot shows the 'Death Registration' interface. The left sidebar contains a menu with 'Comments' selected. The main content area shows a form for entering a comment. A 'Comment saved' message is displayed in a light blue box. Below the message is a table of comments with one entry highlighted in red.

Case ID: 37868896 **Decedent Name:** Teras Tistool **Event Date:** Jul-10-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Uncertified
Signature Required | Unregistered

Comments

Enter Comment

Comment Type *

Comment *

Maximum text length: 4000

Save Comment **Clear**

Comment saved

Filter:

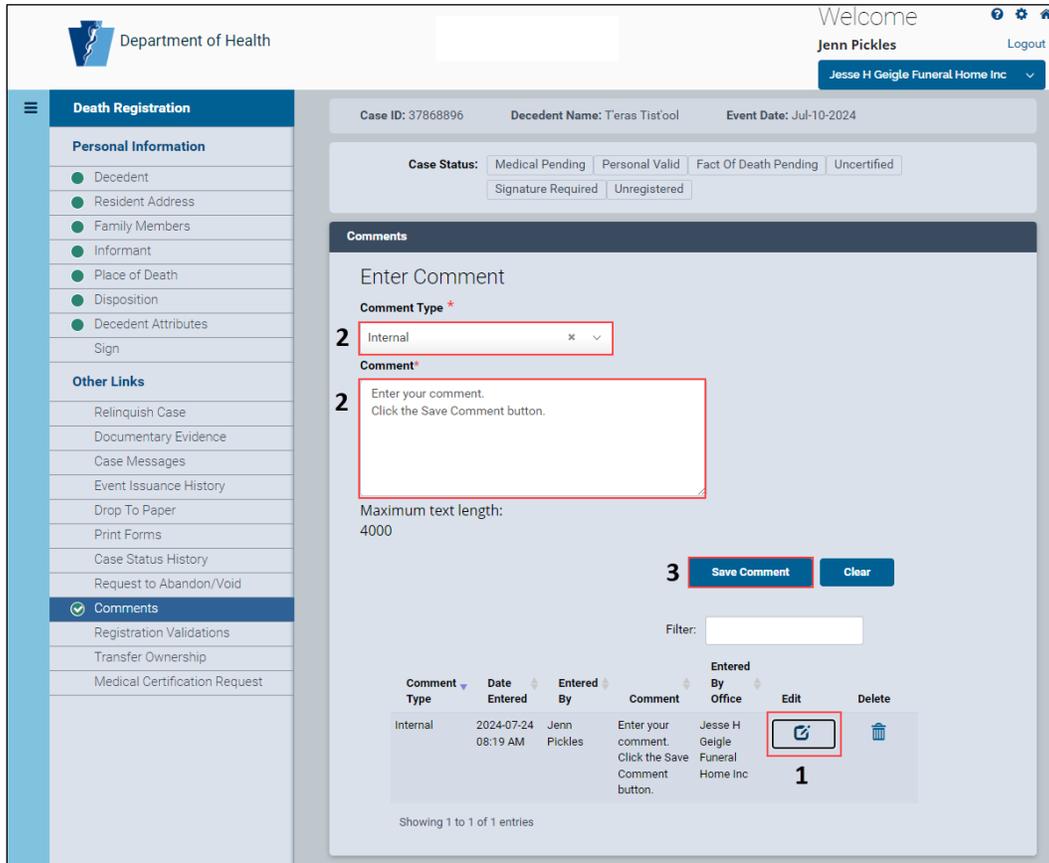
Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-07-24 08:19 AM	Jenn Pickles	Enter your comment. Click the Save Comment button.	Jesse H Geigle Funeral Home Inc		

Showing 1 to 1 of 1 entries

NOTES

Editing a Comment

1. Click the **Edit** button for the comment you want to edit. The **Edit** and **Delete** buttons display only for your comments.
2. This opens the Comment field and Comment Type for editing.
3. Click the **Save Comment** button to save your changes.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc.

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signature Required Unregistered

Comments

Enter Comment

Comment Type *
2 Internal

Comment *
2 Enter your comment.
Click the Save Comment button.

Maximum text length:
4000

3 Save Comment Clear

Filter:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-07-24 08:19 AM	Jenn Pickles	Enter your comment. Click the Save Comment button.	Jesse H Geigle Funeral Home Inc		

Showing 1 to 1 of 1 entries

Deleting a Comment

1. To delete your comment, click the **trash can**  button at the end of your comment.
2. Click the **OK** button in the pop-up window to confirm deletion of your comment.

The message that your comment has been deleted displays and your comment no longer displays at the bottom of the page.

Registration Validations

The Registration Validations page displays validation errors across all tabs in your case. You can fix the override errors on this page, or you can click the green button at the end of the row to view the error on the page and correct it from that page.

Click Registration Validations link under Other Links to view the Event Validations page.

Department of Health

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869019 Decedent Name: testing testers Event Date: Jul-17-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Rule ID	Message	Action Message	Override	Override Reason	Goto Page
DR0073	Decedent's Birthplace city is not valid for birthplace state.	Please verify the entry for birthplace city.			Decedent
DR0075	Birthplace city cannot be left blank.	Enter the decedent's city of birth. If unknown, enter Unknown.			Decedent
DR6021	Decedent's Education level cannot be left blank.	Enter a valid value for Decedent's Education. If decedent's education is unknown, select Unknown.			Decedent Attributes
DR6023	Decedent's Ancestry indicator cannot be left blank.	Select the appropriate value to indicate Decedent's Ancestry.			Decedent Attributes
DR6035	Decedent's Race cannot be left blank.	Select one or more checkboxes to indicate Decedent's Race.			Decedent Attributes

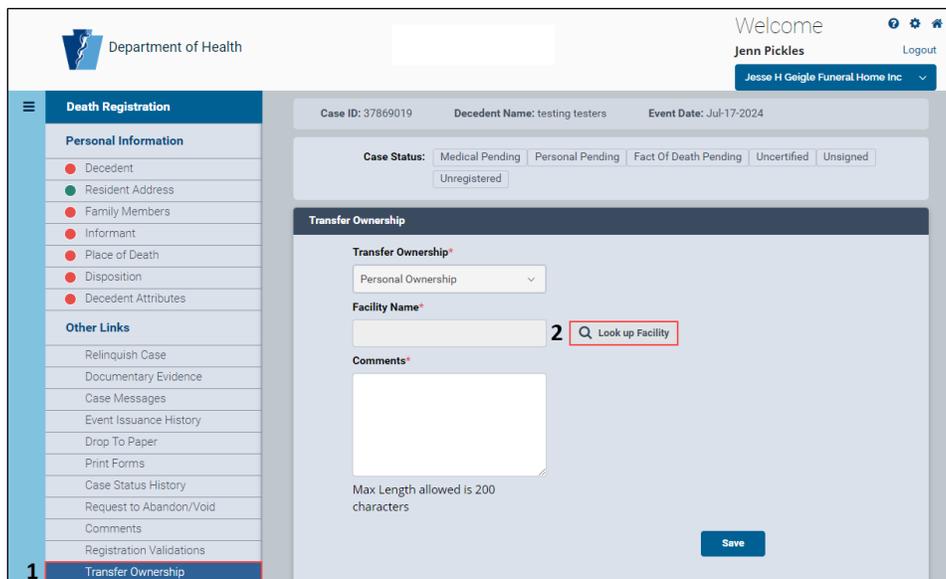
NOTES

Transfer Ownership

Use Transfer Ownership if you need to transfer an unregistered death case to another facility. When you initiate an ownership transfer, the facility to which you are transferring the case accepts or rejects the case.

Transferring Ownership

1. Navigate to the Transfer Ownership link under Other Links.
2. The Ownership defaults to Personal Ownership. Click the **Look up Facility** button to assign a Funeral Home.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869019 Decedent Name: testing testers Event Date: Jul-17-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned
Unregistered

Transfer Ownership

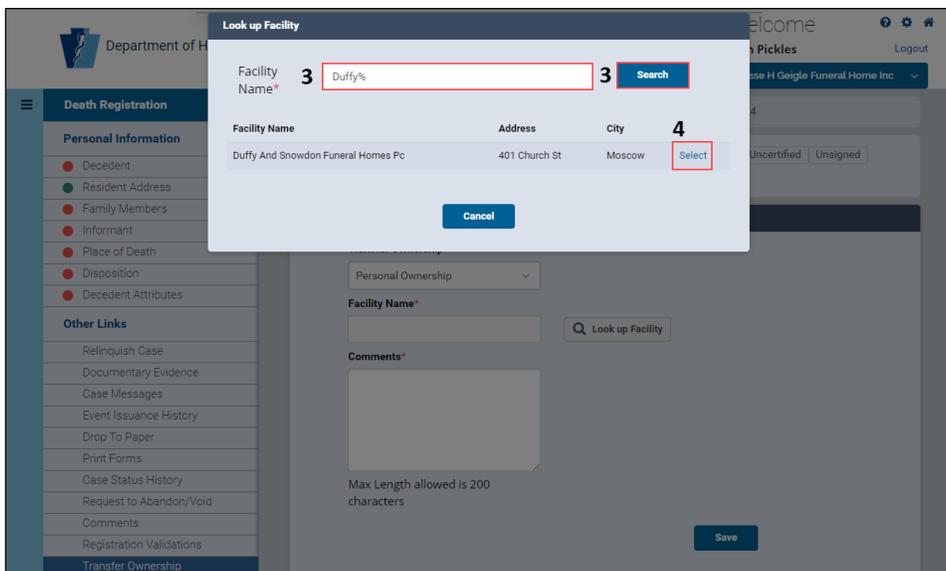
Transfer Ownership*
Personal Ownership

Facility Name* 2

Comments*
Max Length allowed is 200 characters

1

3. The Look up Facility window displays. Enter the facility's name to transfer the case, then click the **Search** button. You can use the "%" wildcard character in your search.
4. Click the Select link to add the facility to your case.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869019 Decedent Name: testing testers Event Date: Jul-17-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned
Unregistered

Look up Facility

Facility Name* 3 Duffy% 3

Facility Name	Address	City	4
Duffy And Snowdon Funeral Homes Pc	401 Church St	Moscow	<input type="button" value="Select"/>

Personal Ownership

Facility Name*

Comments*
Max Length allowed is 200 characters

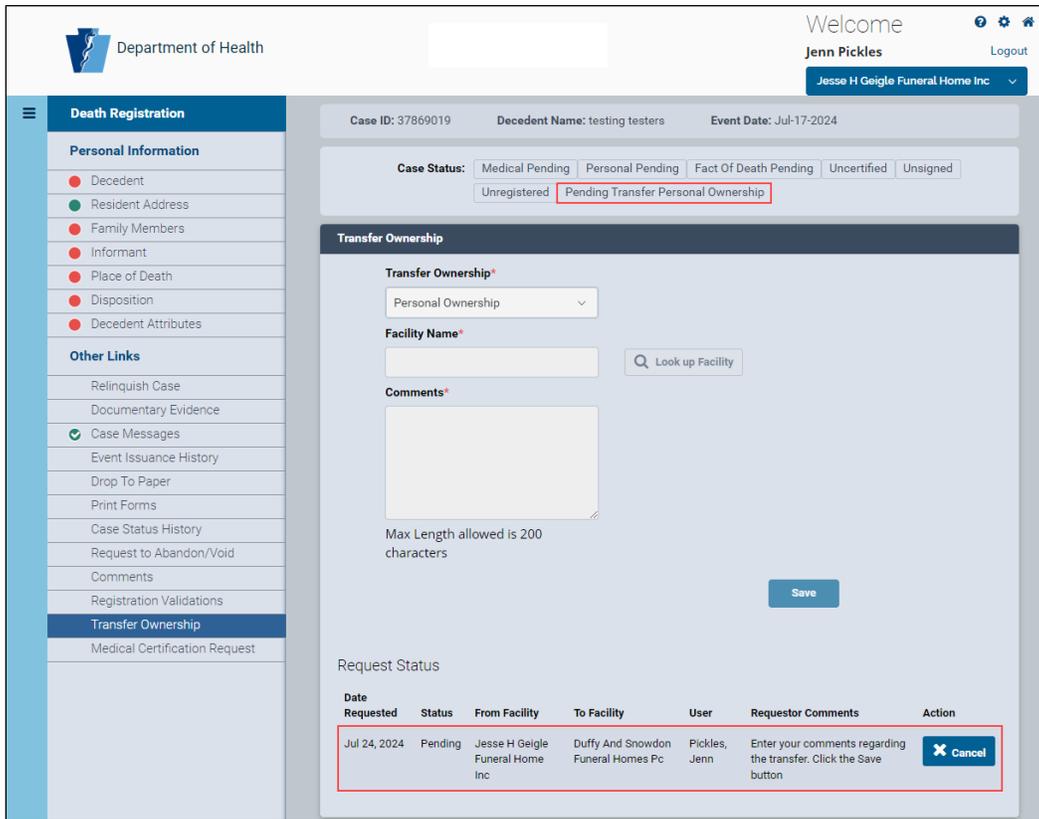
- The facility displays in the case. Enter your reason for the transfer in the Comments field, then click the **Save** button.

The screenshot shows the 'Death Registration' interface. On the left is a navigation menu with 'Death Registration' selected. The main area displays case details: Case ID: 37869019, Decedent Name: testing testers, Event Date: Jul-17-2024. Below this are 'Case Status' buttons: Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, and Unregistered. The 'Transfer Ownership' section is active, showing 'Transfer Ownership' set to 'Personal Ownership' and 'Facility Name' as 'Duffy And Snowdon Funeral Homes'. A 'Comments' field contains the text: 'Enter your comments regarding the transfer. Click the Save button'. A 'Save' button is highlighted with a red box at the bottom right.

- Click the **OK** button to complete the transfer to the new facility.

This screenshot shows the same 'Transfer Ownership' form as above, but with a confirmation dialog box overlaid. The dialog box text reads: 'Are you sure you want to Transfer Personal Ownership of the case? Press OK to Transfer Ownership of the case or cancel to retain ownership.' The 'OK' button in the dialog is highlighted with a red box and has the number '6' above it. The background form is dimmed.

The case status changes to Pending Transfer Personal Ownership and an entry is made in the Request Status section on the Transfer Ownership page of the case. The case will sit in the queue Pending Transfer Personal Ownership – Sent until the other facility accepts or rejects the case. If the other facility rejects the transfer, it will fall into your facility’s queue Transfer Personal Ownership Rejected.



Canceling Transfer Ownership

1. To rescind the transfer, click the blue **Cancel** button at the end of the entry under the Request Status section.
2. Enter your reason for cancellation in the Transfer Ownership Request Cancellation window, then click the **Save** button.
3. The Request Status shows as cancelled and your facility retains personal ownership of the case.

Medical Certification Request

If you need the medical in your case to be certified, you can request a specific certifier at a medical facility by assigning them via a Medical Certification Request or you can assign a facility in which any certifier will pick up the case, complete the medical, and certify the case.

When you request a certifier from a medical facility to certify your death case, use the Medical Certification Request to assign a certifier. They receive a notification, and the case falls into the other facility's *Medical Certification Request Death – Received* queue for them to pull the case.

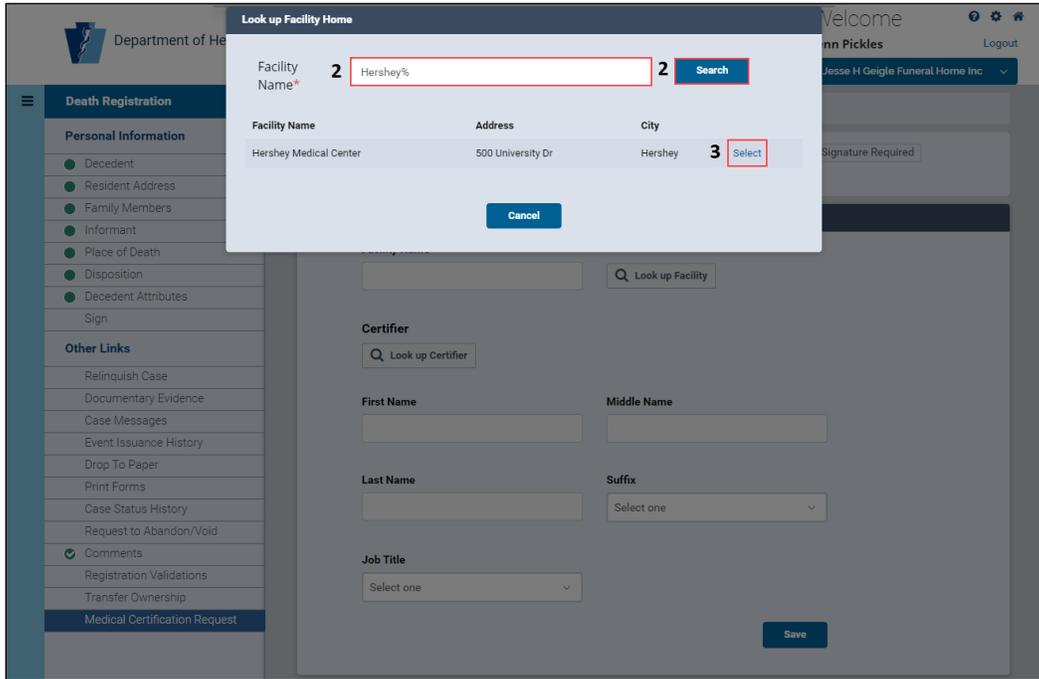
After you send the case, the request sits in your facility's *Medical Certification Request Death – Sent* queue until the certifier from the other facility accepts the request. If they reject the case, the case returns to your facility and falls into the *Medical Certification Request Rejected* queue.

Requesting a Medical Certification Request

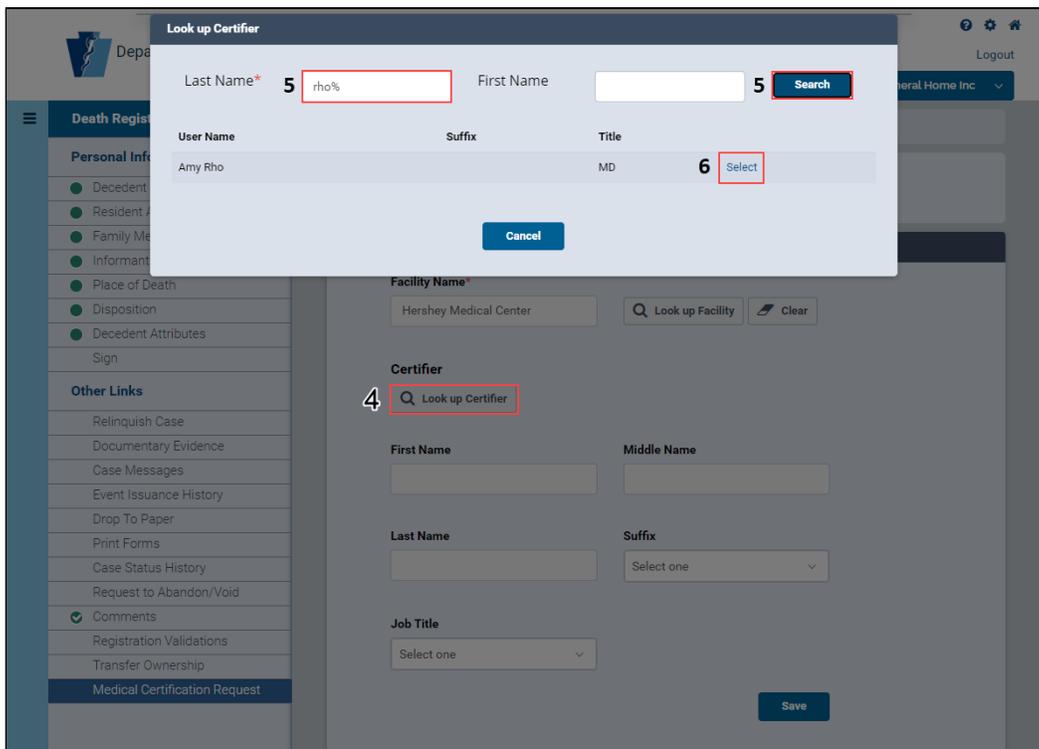
1. Click the Medical Certification Request link under Other Links, then click the **Look up Facility** button to display the Look up Facility Home window.

The screenshot displays the Department of Health web application interface. On the left is a navigation menu with sections for 'Death Registration' (Personal Information, Other Links) and 'Medical Certification Request' (highlighted with a red box and a '1'). The main content area shows case details: Case ID: 37868896, Decedent Name: Teras Tist'ool, Event Date: Jul-10-2024. Below this are tabs for Case Status (Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, Unregistered). The 'Medical Certification Request' section contains a 'Facility Name' field with a '1' and a 'Look up Facility' button (highlighted with a red box). Below are fields for Certifier (Look up Certifier), First Name, Middle Name, Last Name, Suffix (dropdown), and Job Title (dropdown). A 'Save' button is at the bottom right.

2. Enter the name of the facility where you want to send the request, then click the blue **Search** button.
3. Click the Select link to add the facility to your Medical Certification Request.



4. Adding a Certifier is optional. To add a Certifier, click the **Look up Certifier** button to open the Look up Certifier window.
5. Enter the last name of the Certifier you want to assign, then click the **Search** button.
6. Click the **Select** link to assign the Certifier to the Medical Certification Request.



7. Click the **Save** button to complete the request.

Department of Health | Welcome Jenn Pickles | Logout | Jesse H Geigle Funeral Home Inc

Case ID: 37868896 | Decedent Name: Teras Tistool | Event Date: Jul-10-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Uncertified
Signature Required | Unregistered

Medical Certification Request

Facility Name*
Hershey Medical Center [Look up Facility] [Clear]

Certifier
[Look up Certifier] [Clear]

First Name: Amy | Middle Name: []

Last Name: Rhodes | Suffix: Select one

Job Title: MD

7 [Save]

The case status displays *Medical Certification Requested*, and the request displays at the bottom of the page. The case displays in the Medical Certification Request – Sent queue and also displays in the Medical Certification Request – Received queue of the facility you assigned.

Department of Health | Welcome Jenn Pickles | Logout | Jesse H Geigle Funeral Home Inc

Case ID: 37868896 | Decedent Name: Teras Tistool | Event Date: Jul-10-2024

Case Status: Medical Certification Requested | Medical Pending | Personal Valid
Fact Of Death Pending | Uncertified | Signature Required | Unregistered

Medical Certification Request

Facility Name* [] [Look up Facility]

Certifier [Look up Certifier]

First Name: [] | Middle Name: []

Last Name: [] | Suffix: Select one

Job Title: Select one

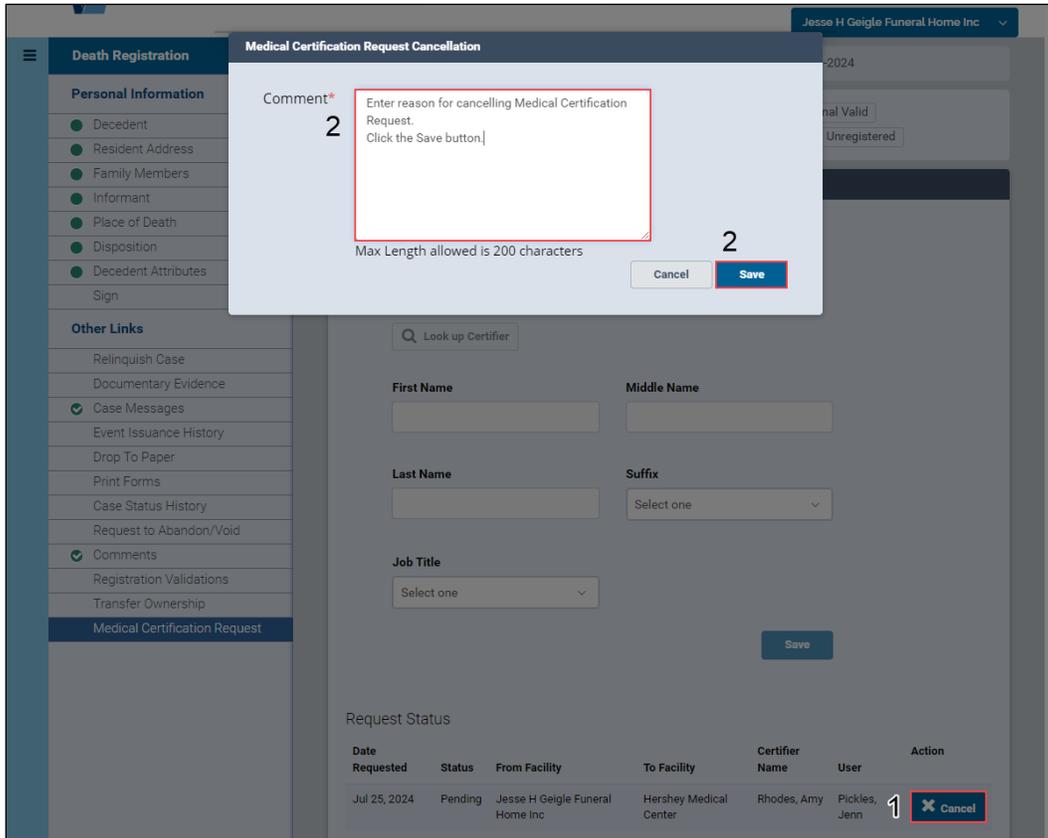
[Save]

Request Status

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Action
Jul 25, 2024	Pending	Jesse H Geigle Funeral Home Inc	Hershey Medical Center	Rhodes, Amy	Pickles, Jenn	[Cancel]

Canceling the Medical Certification Request

1. To cancel the request, click the blue **Cancel** button at the end of the entry under the Request Status section in the Medical Certification Request.
2. Enter your reason for cancellation in the Medical Certification Request Cancellation window, then click the **Save** button.



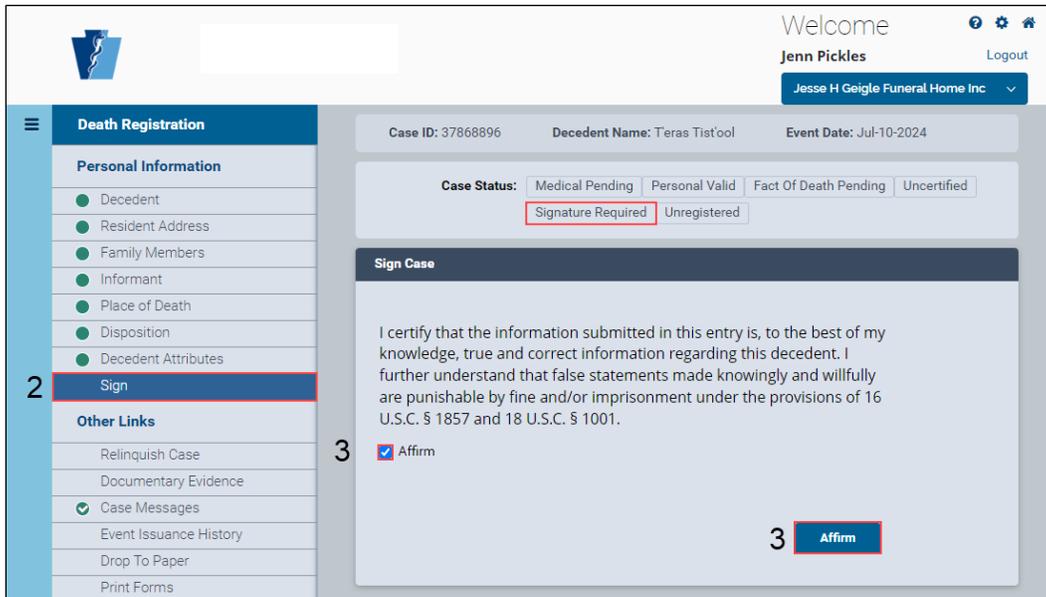
The request status shows as cancelled and no longer displays in any queues.

3. Funeral Directors

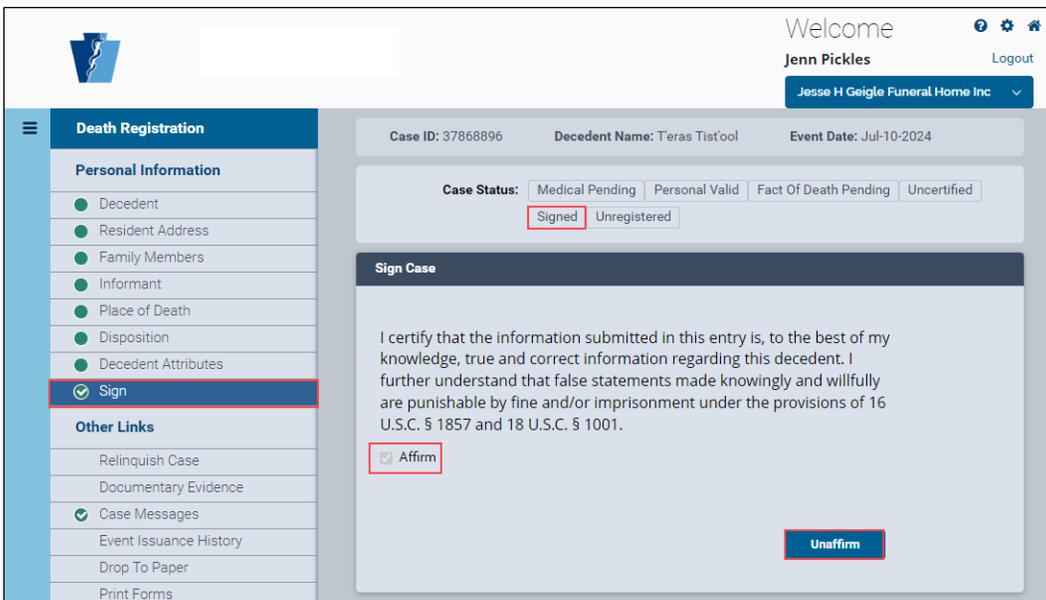
As a funeral director, you are responsible for signing death cases. You are also responsible for signing any amendments on cases. When you sign a case, it will have a case status of Signature Required and a Sign tab that you need to complete.

Signing a Death Case

1. Log into eVitals and locate the case you need to sign.
2. Click the Sign tab.
3. Select Affirm checkbox, then click the enabled **Affirm** button to sign the case.



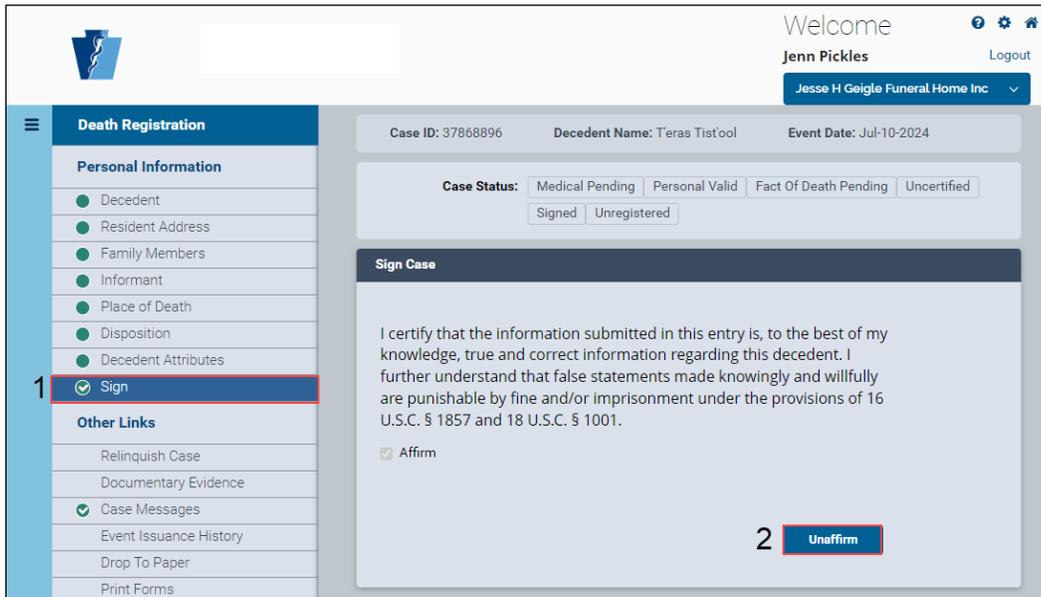
When you affirm a case, the Sign tab displays a green circle with a white checkmark in it, the case status changes to Signed, and the Affirm button changes to Unaffirm.



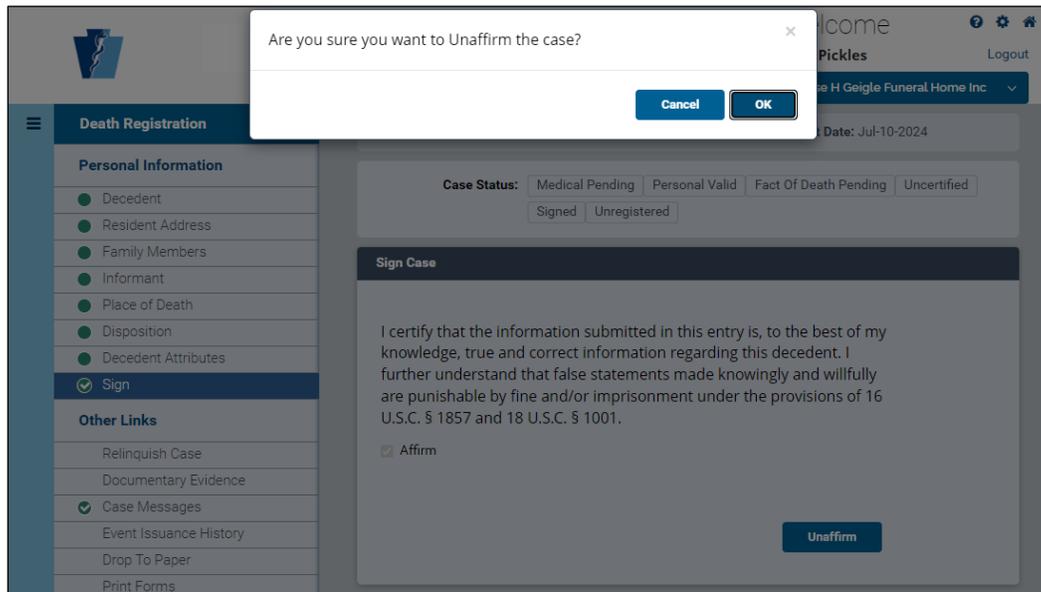
Unaffirming a Case

If you need to Unaffirm a case, reverse the steps to affirm a case.

1. Click the Sign tab.
2. Click the **Unaffirm** button.



3. Click the **OK** button in the confirmation window that you want to unaffirm the case.



The case returns to an unsigned status. Case messages are entered indicating the signing and unsigning of the case. You can make the changes you need to the case then proceed to sign it when you are ready.

The screenshot shows a web application interface for death registration. At the top right, it says "Welcome Jenn Pickles" with a "Logout" link and a dropdown menu for "Jesse H Gaigle Funeral Home Inc". The main content area is divided into a sidebar and a main panel. The sidebar, titled "Death Registration", has a "Personal Information" section with links for Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, and Decedent Attributes. Below this is a "Sign" button and an "Other Links" section with options like Relinquish Case, Documentary Evidence, Case Messages (checked), Event Issuance History, Drop To Paper, and Print Forms. The main panel shows case details: Case ID: 37868896, Decedent Name: Teras Tist'ool, and Event Date: Jul-10-2024. Below this, the "Case Status" is shown as "Medical Pending", "Personal Valid", "Fact Of Death Pending", "Uncertified", "Signature Required", and "Unregistered". The "Sign Case" section contains a certification statement: "I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001." There is an "Affirm" checkbox and a blue "Affirm" button.

4. Amendments

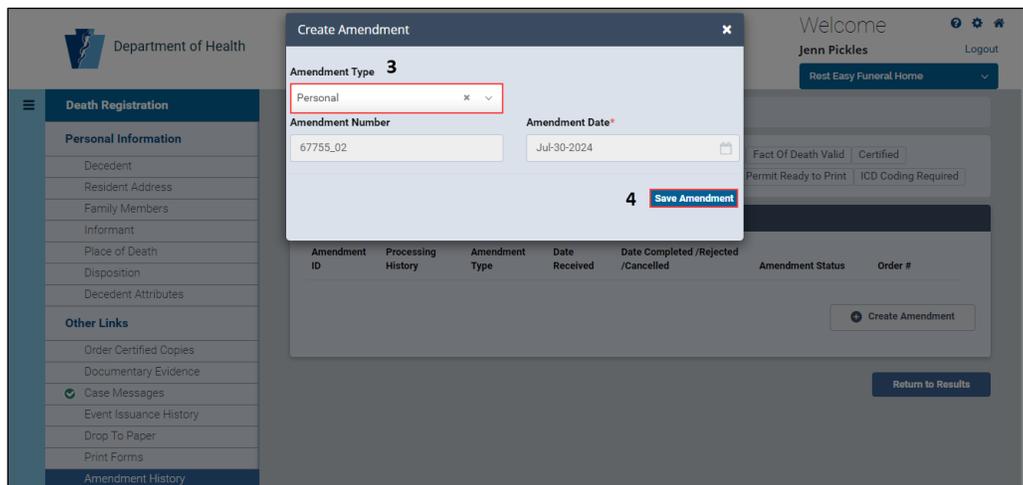
Any Funeral Home user can create an amendment however, only Funeral Home Directors can affirm and submit amendments. You will only be able to see amendments created by your facility in the amendments tab on your dashboard and in your amendments queues.

To create an Amendment

1. Click the Amendment History link.
2. Click the **Create Amendment** button.



3. The only available Amendment Type from the drop-down list is Personal.
4. Click the **Save Amendment** button.



After saving your amendment, the Amendment Summary page displays. The changes you make on the Personal Information tab display in the Delta Report. The **Undo** buttons revert your changes. If you would like to cancel your amendment, select Cancel from the Action drop-down list and enter a reason for the cancellation.

- When you finish making the changes to your amendment, click the **Save** button.

- Next, click the Amendment Affirmation to display the Affirm Amendment page.
- Select the checkbox to affirm the amendment, then click the **Affirm Now** button.

To Ordering Amended Death Certificates

If the Death Registry Unit approves your amendment, you can order an amended death certificate through the Amendment Place Order tab.

This section will be updated at a future date.

5. Duplicate Cases

Duplicate cases may occur when you create a case or when you save your existing case. There are three types of duplicate cases:

- Potential Duplicate
- Exact Duplicate
- Centralized Duplicate

When duplicate cases occur, the case status reflects the type of duplicate case and the case falls into its respective duplicate queue. You will not be able to sign your case until the duplicate issue is resolved.

NOTE: You can only resolve Centralized Duplicates by reaching out to the Death Registry Unit for assistance. There is no centralized duplicate queue they will fall into.

Duplicate Cases – Case Creation

When you create a case, eVitals searches in the background for existing cases that contain information that matches your search criteria. If eVitals finds cases with the same information, it displays one of two messages:

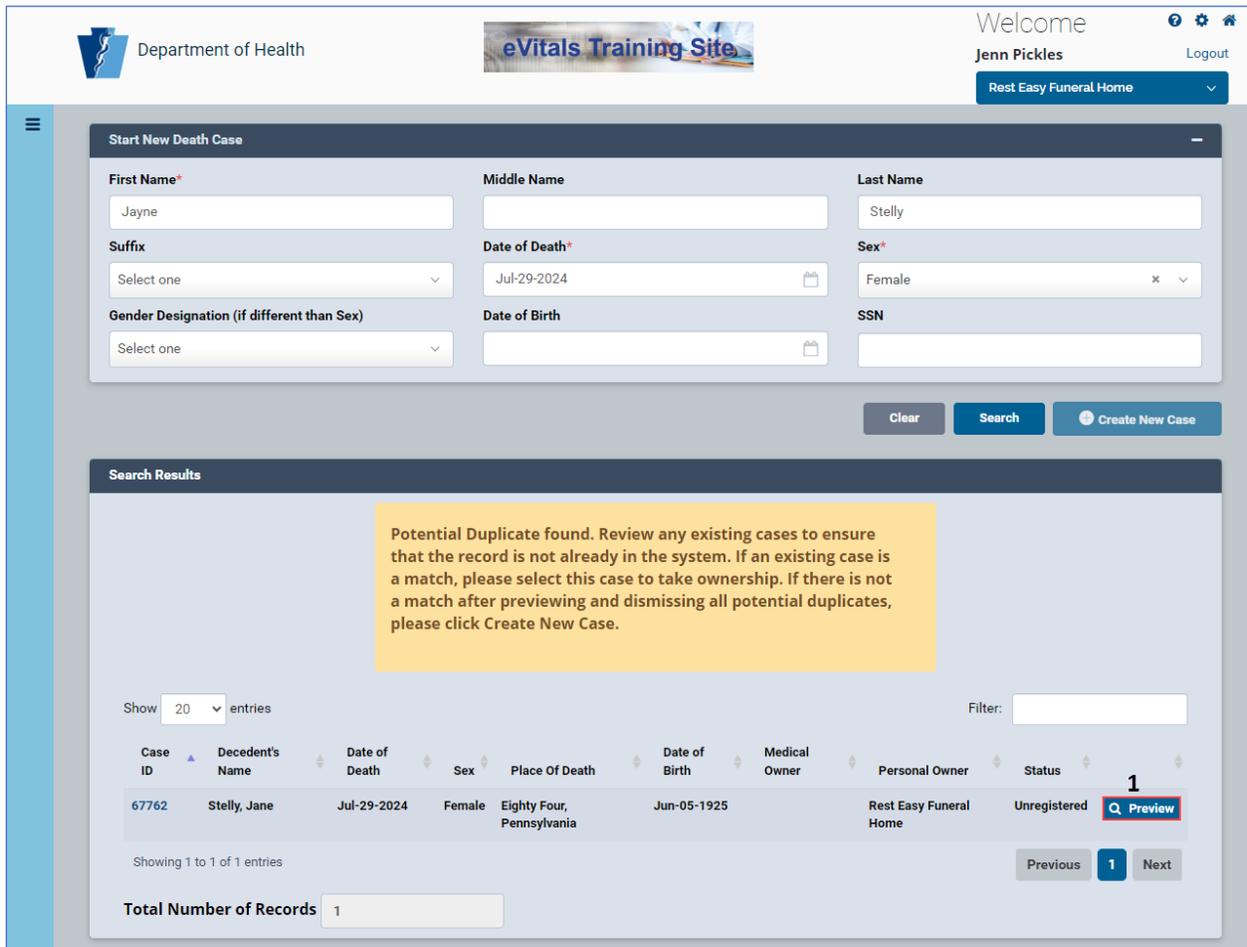
- **Exact Duplicate Found** – A case was located that matched the criteria you entered into eVitals. A new case cannot be created. You must either review and select one of the cases that appear in the results, or you must contact the Death Registry Unit to resolve the issue. Review each potential match to determine if it is the new case you are trying to start. If not, you can then create a new case.
- **Potential Duplicate Found** – A case was located that contains similar information as the criteria you entered to start a new case. Review each potential match to determine if it is the new case you are trying to start. If not, you can then create a new case.

Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.

Exact Duplicate Found. A case matching the criteria has already been found in the system. Creation of new case is not allowed in this instance. Please contact the DOH Death Registry Unit if you feel this is an error.

Potential Duplicate Case Match at Case Creation

When you create a case and enter similar information to an existing case, eVitals displays a message that your case is a potentials duplicate match. You must resolve this message before you can continue.



The screenshot shows the 'Start New Death Case' form in the eVitals system. The form contains the following fields:

- First Name***: Jayne
- Middle Name**: (empty)
- Last Name**: Stelly
- Suffix**: Select one
- Date of Death***: Jul-29-2024
- Sex***: Female
- Gender Designation (if different than Sex)**: Select one
- Date of Birth**: (empty)
- SSN**: (empty)

Buttons at the bottom of the form include 'Clear', 'Search', and 'Create New Case'.

Search Results

Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.

Showing 1 to 1 of 1 entries

Case ID	Decedent's Name	Date of Death	Sex	Place Of Death	Date of Birth	Medical Owner	Personal Owner	Status
67762	Stelly, Jane	Jul-29-2024	Female	Eighty Four, Pennsylvania	Jun-05-1925		Rest Easy Funeral Home	Unregistered 1 Preview

Total Number of Records: 1

NOTES

Resolving a Potential Duplicate Case Match at Case Creation

1. In the Search Results section, click the **Preview** button of the matching case. Notice the **Create New Case** button is disabled. It will be disabled until all cases are reviewed.

Department of Health | eVitals Training Site | Welcome Jenn Pickles | Logout | Rest Easy Funeral Home

Start New Death Case

First Name* Jayne | Middle Name | Last Name Stelly

Suffix Select one | Date of Death* Jul-29-2024 | Sex* Female

Gender Designation (if different than Sex) Select one | Date of Birth | SSN

Clear Search **Create New Case**

Search Results

Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.

Show 20 entries | Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place Of Death	Date of Birth	Medical Owner	Personal Owner	Status
67762	Stelly, Jane	Jul-29-2024	Female	Eighty Four, Pennsylvania	Jun-05-1925	Rest Easy Funeral Home	Rest Easy Funeral Home	Unregistered

Showing 1 to 1 of 1 entries | Previous 1 Next

Total Number of Records 1

2. Review the case information in the pop-up window. If the case is what you need, click the **Select this Case** button, otherwise click the **Dismiss this case and Return to List** button.

Case Preview

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Uncertified | Signature Required | Unregistered

Case ID 67762

Decedent's Name Jane Stelly | Date of Death Jul 29, 2024

Sex Female | Place of Death Eighty Four, Pennsylvania

Gender Designation (if different than Sex) | City or Town of Death Eighty Four

Date of Birth Jun 05, 1925 | Medical Record Number

Mother/Parent's Name Prior to First Marriage Ma Doh | ME Case Number

Marital Status Never Married | Medical Certifier

Spouse's Name

Decedent's Residence 84 84 Dr., Eighty Four, Pennsylvania, Washington United States 15330-2470

Funeral Director Jenn Pickles

Funeral Home Rest Easy Funeral Home

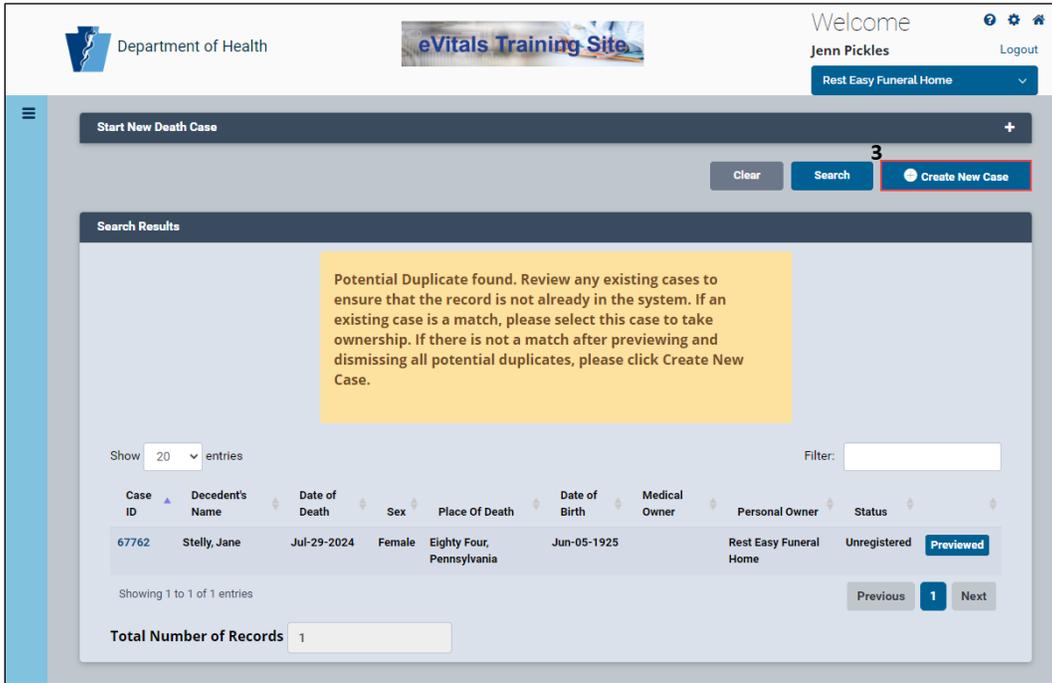
Date Entered Jul 29, 2024

Last Updated by Pickles, Jenn

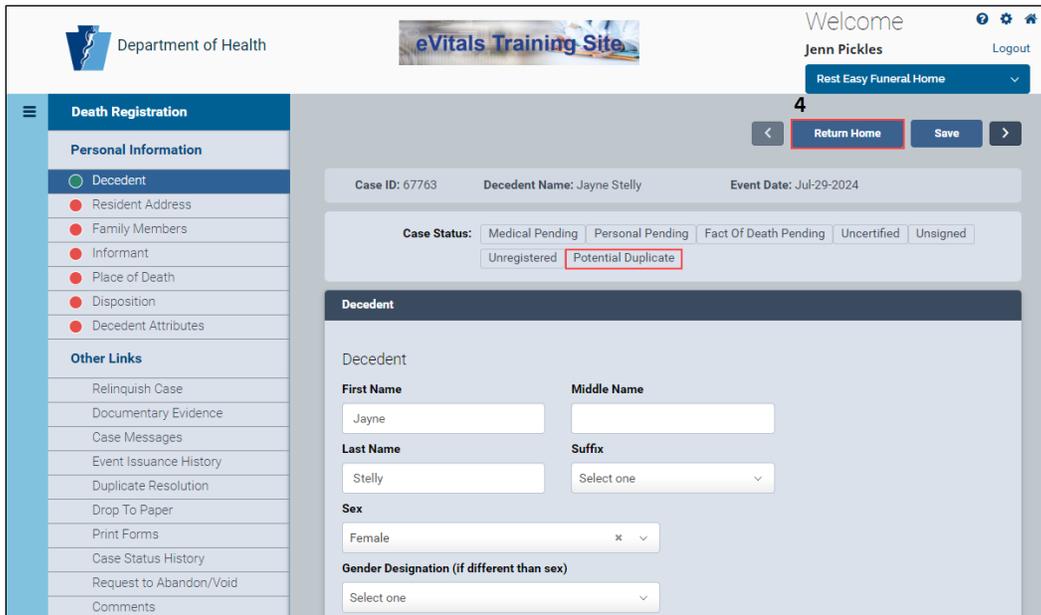
Close **Select this Case** **Dismiss this Case and Return to List**

Total Number of Records 1

- You must repeat this process if there are multiple cases in the list. When all cases are reviewed, click the **Create New Case** button to continue.



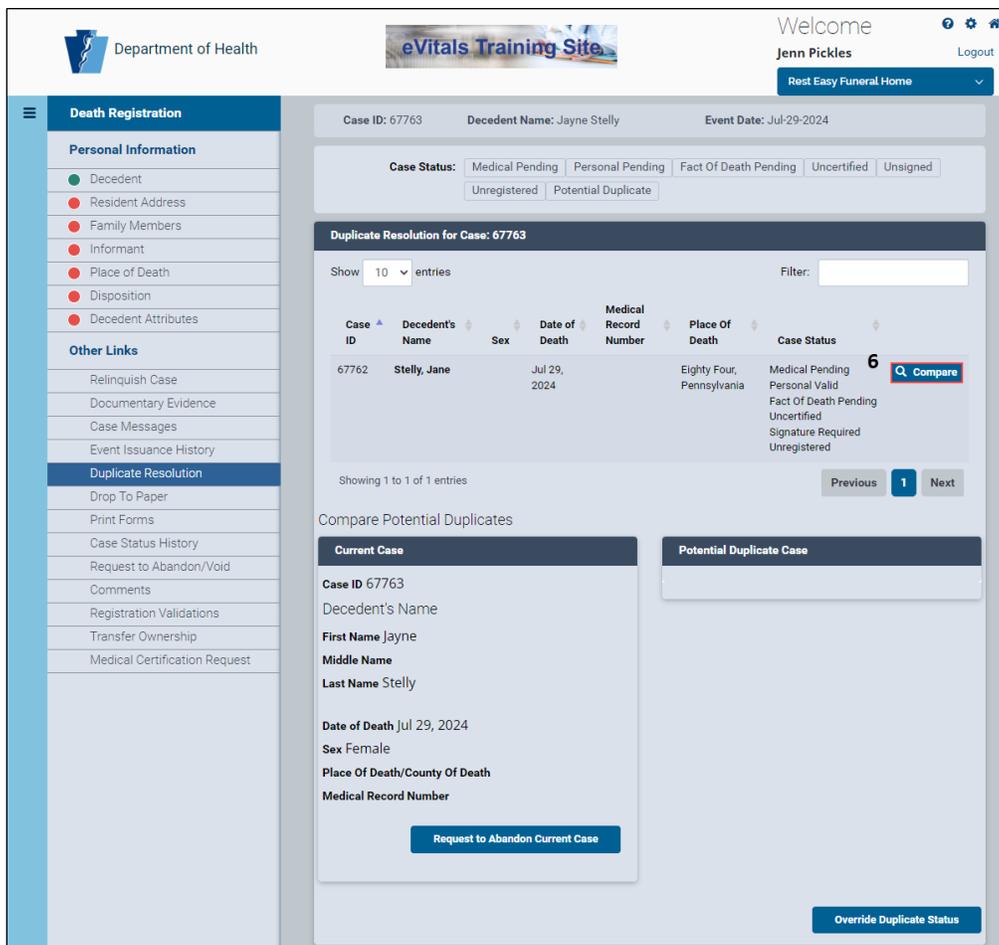
- After making the changes to your case, the case status of Potential Duplicate displays. Your case cannot be signed until you resolve the duplicate issue. The case now sits in the Duplicate-Potential queue, waiting to be resolved. You can click the **Return Home** button to view the case in the Duplicate-Potential queue or continue with creating your case.



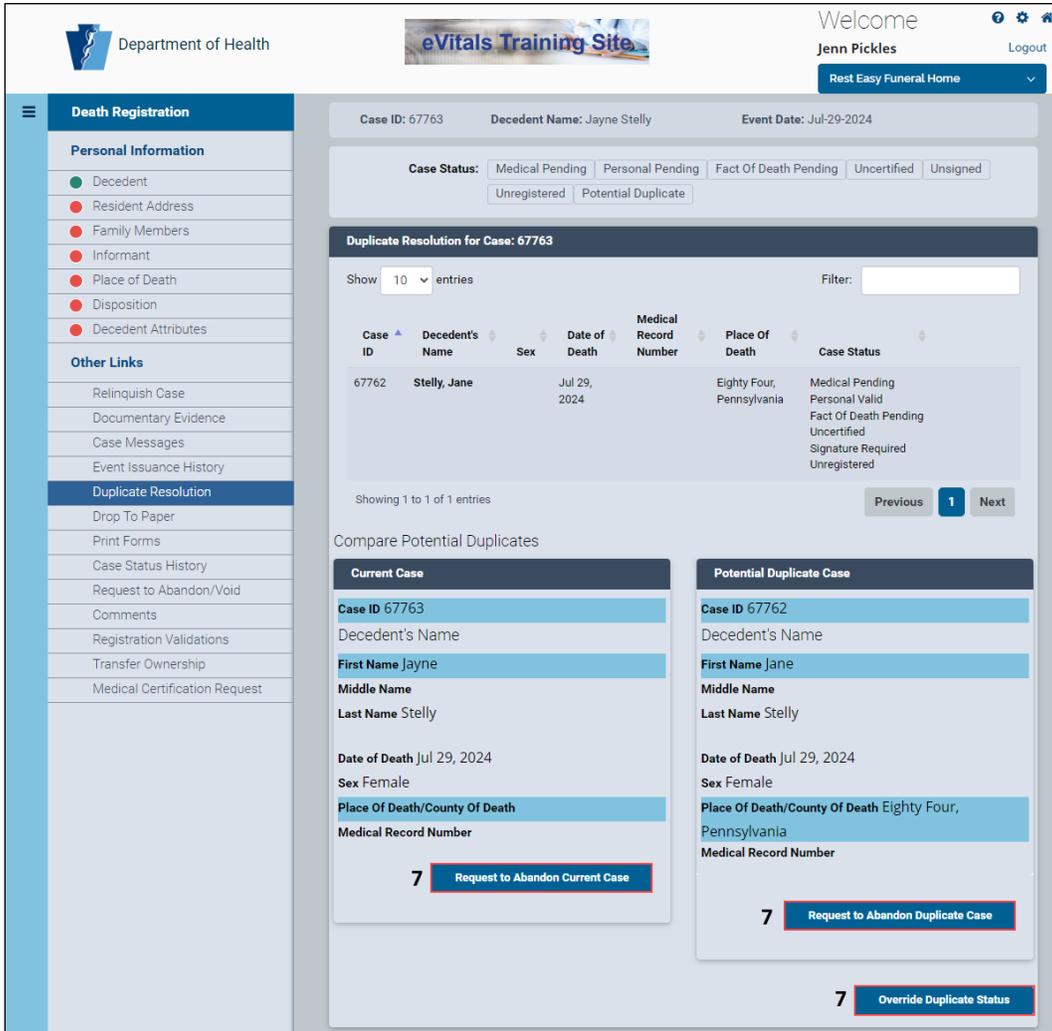
- Navigate to the Duplicate-Potential from the Queue List, then select your case from the queue.



- The Duplicate Resolution page displays with the potential duplicate cases in the center of the page. Click the **Compare** button to display the similar information between the cases.



- Review the highlighted information. If one of the cases can be abandoned, click the appropriate **Request to Abandon Current Case** button for the respective case. If both cases are unique and need to be kept, click the **Override Duplicate Status** button at the bottom and the Potential Duplicate case status is removed from both cases. If more than one case displays in the center of the page, you must repeat this process for each case in order to resolve the Potential Duplicate case status issue.



The screenshot displays the 'eVitals Training Site' interface for a death registration case. The user is logged in as 'Jenn Pickles'. The case details are: Case ID: 67763, Decedent Name: Jayne Stelly, Event Date: Jul-29-2024. The case status is 'Medical Pending'. A 'Duplicate Resolution for Case: 67763' section shows a table with one entry for Case ID 67763, Decedent's Name Stelly, Jane, Date of Death Jul 29, 2024, Medical Record Number Eighty Four, Pennsylvania, and Case Status Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, Unregistered. Below this, a 'Compare Potential Duplicates' section shows two side-by-side comparison cards. The 'Current Case' card (Case ID 67763) and the 'Potential Duplicate Case' card (Case ID 67762) both show identical information: Decedent's Name Jayne Stelly, Date of Death Jul 29, 2024, Sex Female, and Place of Death/County of Death Eighty Four, Pennsylvania. Each card has a '7' icon and a 'Request to Abandon' button. At the bottom right, there is an 'Override Duplicate Status' button with a '7' icon.

Potential Duplicate Cases – Saving a Case

A potential duplicate case occurs when you save your case with information that is similar to an existing case in your facility. eVitals flags your case with the Potential Duplicate case status and drops the case into the Duplicate-Potential queue for resolution. Your case cannot be registered until the Potential Duplicate case status is resolved.

The screenshot displays the eVitals web application interface. At the top left, the 'Department of Health' logo is visible. The top right corner shows a 'Welcome' message for 'Jennifer Pickles' with a 'Logout' link and the location 'Regional Hospital of Scranton'. A left-hand navigation menu includes sections for 'Death Registration', 'Personal Information', 'Medical Information', and 'Other Links'. The main content area shows case details for Case ID: 97720365, Decedent Name: Tonya Gherkin, and Event Date: Feb 13 2024. The 'Case Status' section includes tabs for 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Potential Duplicate' status is highlighted with a red box. Below this, the 'Decedent' section contains form fields for 'Decedent Name' (First: Tonya, Middle, Last: Gherkin, Suffix: Select one), 'Sex', and 'Gender Designation (if different than Sex)'.

NOTES

Resolving Potential Duplicate Cases

1. Navigate to the Duplicate-Potential queue and click on the duplicate Case ID.
2. Click the **Compare** button of the duplicate case you would like to view.
3. The current case and Potential Duplicate Case information displays at the bottom of the screen. Review the information between the cases and then:
 - a. If one case is a duplicate, click the **Request to Abandon Current Case** or **Request to Abandon Duplicate Case** button. The case is flagged for removal and the case status updated to External Request to Abandon.
 - b. If each case is unique, click the **Override Duplicate Status** button. The Potential Case Duplicate case status is removed.

If you would like to view the potential duplicate case, click the Select link at the end of the potential duplicate case row.

Exact Duplicate Case Match at Case Creation

When you create a case and enter the exact information as an existing case, eVitals displays a message that your case is an exact duplicate match. You cannot create a new case. You must preview the existing case and either use that case or contact the DOH Death Registry Unit for further assistance.

The screenshot shows the eVitals Training Site interface. At the top, there is a header with the Department of Health logo, the eVitals Training Site banner, and a user welcome message for Jenn Pickles. Below the header, there is a navigation bar with a "Start New Death Case" button and a search bar. The search results section displays a message: "Exact Duplicate Found. A case matching the criteria has already been found in the system. Creation of new case is not allowed in this instance. Please contact the DOH Death Registry Unit if you feel this is an error." Below the message, there is a table with search results. The table has columns for Case ID, Decedent's Name, Date of Death, Sex, Place Of Death, Date of Birth, Medical Owner, Personal Owner, and Status. The first row shows Case ID 67759, Decedent's Name squarepants, spongebob, Date of Death Jul-20-2024, Sex Female, Medical Owner Rest Easy Funeral Home, Personal Owner Rest Easy Funeral Home, and Status Unregistered. There is a "Preview" button next to the status. At the bottom, there is a "Total Number of Records" field showing 1.

Department of Health

eVitals Training Site

Welcome Jenn Pickles Logout

Rest Easy Funeral Home

Start New Death Case

Clear Search

Search Results

Exact Duplicate Found. A case matching the criteria has already been found in the system. Creation of new case is not allowed in this instance. Please contact the DOH Death Registry Unit if you feel this is an error.

Show 20 entries Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place Of Death	Date of Birth	Medical Owner	Personal Owner	Status
67759	squarepants, spongebob	Jul-20-2024	Female			Rest Easy Funeral Home	Rest Easy Funeral Home	Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Total Number of Records 1

Exact Duplicate Cases – Saving a Case

An exact duplicate case occurs when you save your case with information that contains exactly the same information as an existing case at your facility. eVitals flags the case with the Exact Duplicate case status and drops the case in the Duplicate-Exact queue for resolution.

Resolving Exact Duplicate Cases

The steps for resolving Exact Duplicate cases are the same as resolving Potential Duplicate cases. Repeat the steps for [Resolving Potential Duplicate Cases](#) to resolve an Exact Duplicate case.



Department of Health | eVitals Training Site | Welcome Jenn Pickles | Logout | Rest Easy Funeral Home

Duplicate- Exact

Show 25 entries

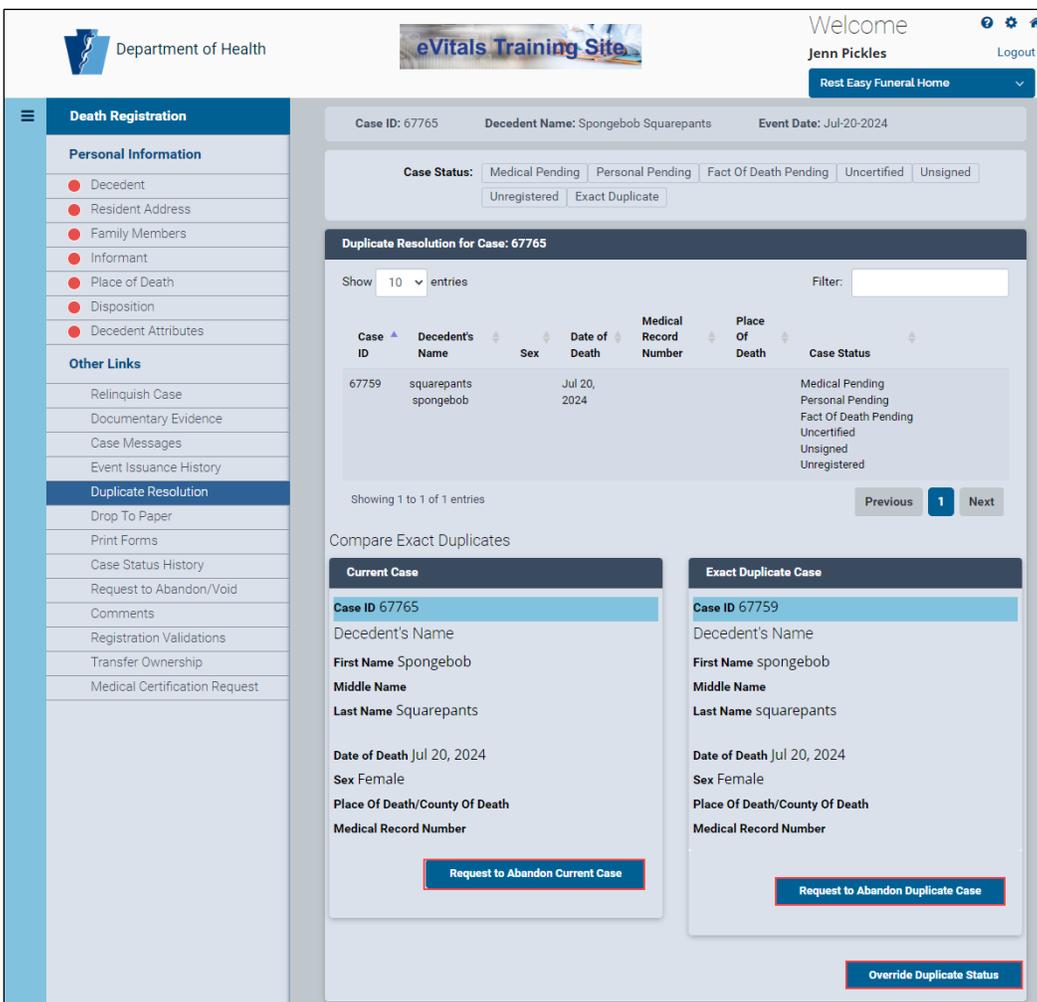
Search:

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date
67765	Squarepants, Spongebob	Jul 20, 2024	Female	Jul 29, 2024

Showing 1 to 1 of 1 entries

Previous 1 Next

Back



Department of Health | eVitals Training Site | Welcome Jenn Pickles | Logout | Rest Easy Funeral Home

Case ID: 67765 | Decedent Name: Spongebob Squarepants | Event Date: Jul-20-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned | Unregistered | Exact Duplicate

Duplicate Resolution for Case: 67765

Show 10 entries

Filter:

Case ID	Decedent's Name	Sex	Date of Death	Medical Record Number	Place Of Death	Case Status
67759	squarepants spongebob		Jul 20, 2024			Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Compare Exact Duplicates

Current Case

Case ID 67765

Decedent's Name

First Name Spongebob

Middle Name

Last Name Squarepants

Date of Death Jul 20, 2024

Sex Female

Place Of Death/County Of Death

Medical Record Number

[Request to Abandon Current Case](#)

Exact Duplicate Case

Case ID 67759

Decedent's Name

First Name spongebob

Middle Name

Last Name squarepants

Date of Death Jul 20, 2024

Sex Female

Place Of Death/County Of Death

Medical Record Number

[Request to Abandon Duplicate Case](#)

[Override Duplicate Status](#)

Centralized Duplicate Cases

Centralized Duplicate cases occur when you and a user at another facility create a case or save an existing case that contains details that are the same for a decedent. Two cases with the exact same information about a decedent trigger the Centralized Duplicate status. When this case status triggers, both of the cases fall into a queue that only the Death Registry Unit can access. You will not see this case in any duplicate case queue, nor will you be able to sign your case until the Centralized Duplicate case status is resolved.

If you create a case that triggers the Centralized Duplicate case status, please reach out to the **Death Registry Unit** to resolve the issue.

The screenshot displays the 'Death Registration' interface for the Department of Health. The user is logged in as 'Jenn Pickles' from 'Jesse H Geigle Funeral Home Inc'. The case details shown are: Case ID: 37869193, Decedent Name: Shannon Pickles, and Event Date: Jul-25-2024. The 'Case Status' is 'Centralized Duplicate', which is highlighted with a red box. The 'Decedent' section contains the following fields: First Name (Shannon), Middle Name (empty), Last Name (Pickles), Suffix (Select one), Sex (Female), and Gender Designation (if different than sex) (Select one). A left-hand navigation menu includes sections for 'Personal Information' and 'Other Links'.

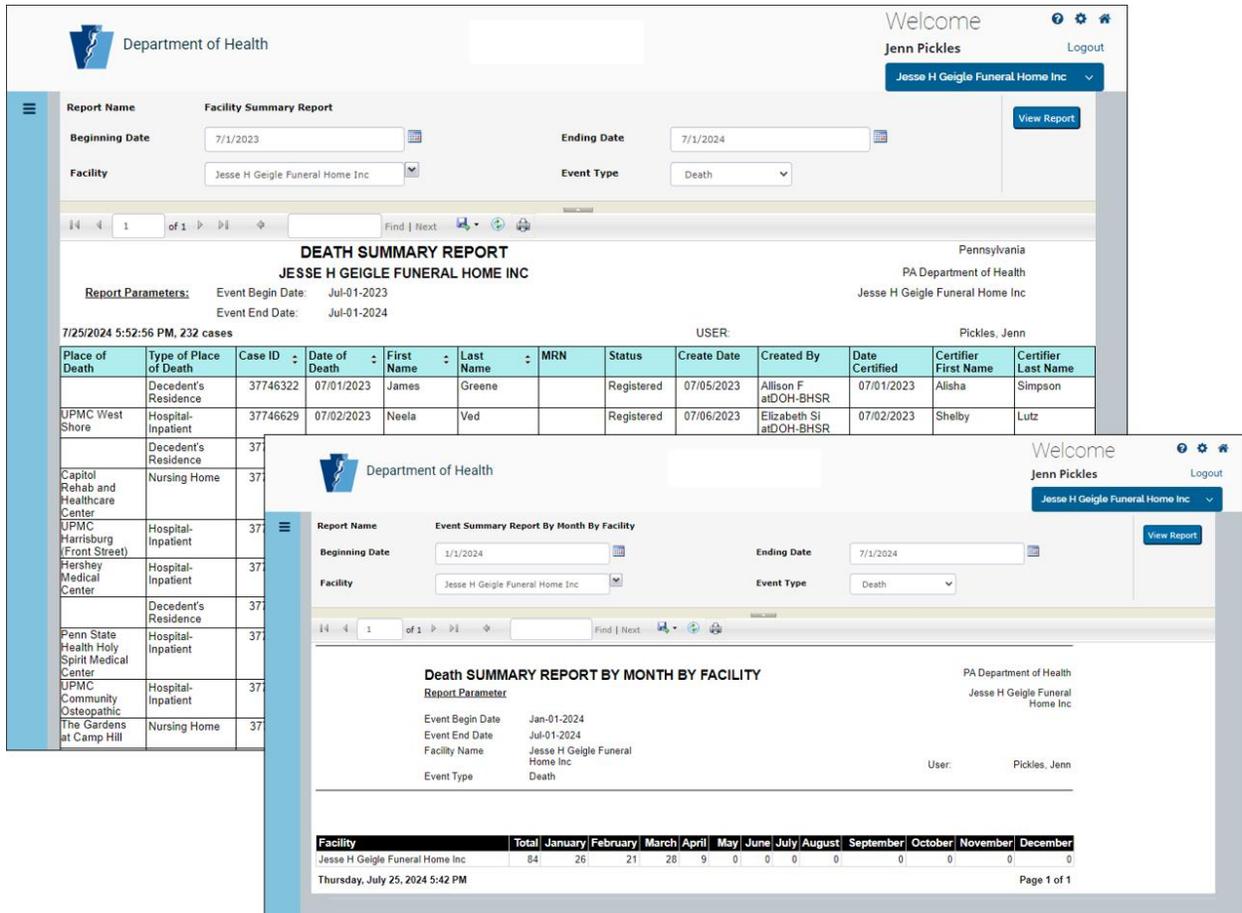
NOTE: As a reminder, you will not be able to sign your case until the Centralized Duplicate issue is resolved.

6. Reports

As an eVitals user, you have access to two canned reports to help manage productivity and case load at your facility. In addition to monitoring productivity, you can ensure that deaths are reported to the Department of Health in four business days.

Available Reports

- **Event Summary Report by Month By Facility** – Displays a monthly count of how many cases were created at a facility.
- **Facility Summary Report** – Displays facility case information such as decedent name and date of death, place, and type of place of death, who created the case and when, if it was certified, the date, and by whom.



The screenshot displays the Pennsylvania Department of Health eVitals interface. The top navigation bar includes the Department of Health logo, the user's name 'Jenn Pickles', and a 'Logout' button. A dropdown menu shows the selected facility: 'Jesse H Geigle Funeral Home Inc'.

The main content area is split into two overlapping windows:

Facility Summary Report (Top Window):

- Report Name:** Facility Summary Report
- Beginning Date:** 7/1/2023
- Ending Date:** 7/1/2024
- Facility:** Jesse H Geigle Funeral Home Inc
- Event Type:** Death

DEATH SUMMARY REPORT (Table):

Place of Death	Type of Place of Death	Case ID	Date of Death	First Name	Last Name	MRN	Status	Create Date	Created By	Date Certified	Certifier First Name	Certifier Last Name
JPMC West Shore	Decedent's Residence	37746322	07/01/2023	James	Greene		Registered	07/05/2023	Allison F atDOH-BHSR	07/01/2023	Alisha	Simpson
Capitol Rehab and Healthcare Center	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
JPMC Harrisburg (Front Street)	Decedent's Residence	37746629										
Hershey Medical Center	Nursing Home	37746629										
Penn State Health Holy Spirit Medical Center	Hospital-Inpatient	37746629										
JPMC Community Osteopathic	Decedent's Residence	37746629										
The Gardens at Camp Hill	Hospital-Inpatient	37746629										
	Nursing Home	37746629										

Event Summary Report by Month By Facility (Bottom Window):

- Report Name:** Event Summary Report by Month By Facility
- Beginning Date:** 1/1/2024
- Ending Date:** 7/1/2024
- Facility:** Jesse H Geigle Funeral Home Inc
- Event Type:** Death

Death SUMMARY REPORT BY MONTH BY FACILITY (Table):

Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	26	9	0	0	0	0	0	0	0	0

Thursday, July 25, 2024 5:42 PM Page 1 of 1

Generating the Event Summary Report by Month by Facility Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Event Summary Report by Month by Facility Report



2. Enter your beginning and end date parameters, then click the **View Report** button.

NOTE: The Facility defaults to the facility you are logged in under and the Event Type always defaults to Death.

Department of Health

Welcome
Jenn Pickles
Jesse H Geigle Funeral Home Inc

Logout

Report Name: Event Summary Report By Month By Facility

Beginning Date:

Facility:

Ending Date:

Event Type:

Death SUMMARY REPORT BY MONTH BY FACILITY

PA Department of Health
Jesse H Geigle Funeral Home Inc

Report Parameter

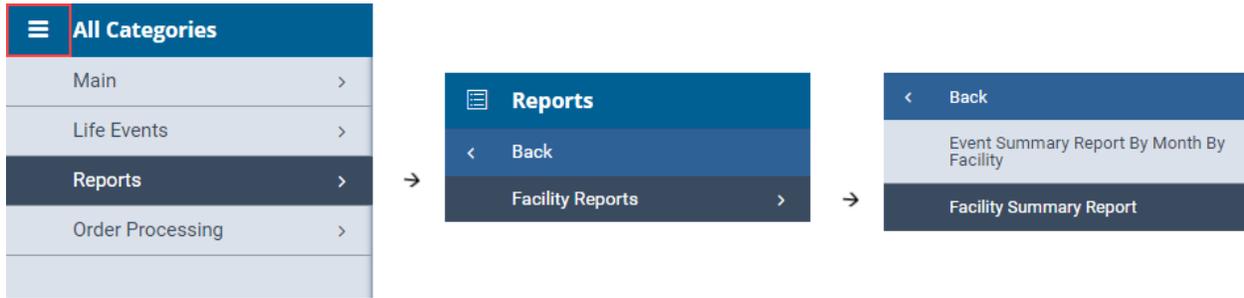
Event Begin Date	Jan-01-2024	Event End Date	Jul-01-2024	Facility Name	Jesse H Geigle Funeral Home Inc	Event Type	Death	User:	Pickles, Jenn
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Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	28	9	0	0	0	0	0	0	0	0

Thursday, July 25, 2024 5:42 PM
Page 1 of 1

Generating the Facility Summary Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Facility Summary Report



2. Enter your beginning and end date parameters, then click the **View Report** button.

NOTE: The Facility defaults to the facility you are logged in under and the Event Type always defaults to Death.



NOTES

Viewing the Report Results

When your results display, a toolbar displays above your report. You can use this toolbar to navigate your report if there are multiple pages or export your report to your desktop.

You can sort the Case ID, Date of Death, and First & Last Name columns in ascending or descending order by clicking the sort triangles in the column headers.

Place of Death	Type of Place of Death	Case ID	Date of Death	First Name	Last Name	MRN	Status	Create Date	Created By	Date Certified	Certifier First Name	Certifier Last Name
UPMC Harrisburg (Front Street)	Hospital-Inpatient	37821431	01/01/2024	Santa	Tamang		Registered	01/09/2024	Jodi S atDOH-BHSR	01/02/2024	GAGANDEE P	SINGH
	Decedent's Residence	37821510	01/01/2024	Buddhi	Gurung		Registered	01/24/2024	Jodi S atDOH-BHSR	01/23/2024	Ashley	Giarratana
Hershey Medical Center	Hospital-Inpatient	37822289	01/03/2024	Mana	Gurung		Registered	01/08/2024	Allison F atDOH-BHSR	01/03/2024	Brianna	Helm
	Other (specify)	37822810	01/03/2024	Michael	Morris		Registered	01/11/2024	Catherine L atDOH-BHSR	01/10/2024	Ann	Bero
	Decedent's Residence	37823028	01/04/2024	Doris	Long		Registered	01/19/2024	Kimberly K atDOH-BHSR	01/19/2024	Augustus	Papandrea
UPMC Carlisle	Hospital-ER/Outpatient	37825884	01/08/2024	Tek	Rai		Registered	01/26/2024	Jodi S atDOH-BHSR	01/16/2024	Pascale	Guirand
	Other (specify)	37825906	01/09/2024	Bruce	Beinhaur		Registered	01/16/2024	Elizabeth Si atDOH-BHSR	01/10/2024	Charles	Hall
UPMC Community Osteopathic	Hospital-Inpatient	37825913	01/10/2024	Carl	Kautz		Registered	01/16/2024	Elizabeth Si atDOH-BHSR	01/10/2024	Thomas	Pineo
UPMC Community Osteopathic	Hospital-ER/Outpatient	37827631	01/14/2024	Biba	Rai		Registered	01/17/2024	Allison F atDOH-BHSR	01/14/2024	Jenna	Arment
Autumn House East	Nursing Home	37827879	01/14/2024	George	Kaznowsky		Registered	01/26/2024	Talia @DOH-BHSR	01/26/2024	PAWAN	ARORA
UPMC Community Osteopathic	Hospital-Inpatient	37828378	01/16/2024	Mercita	Clelan		Registered	01/23/2024	Jodi S atDOH-BHSR	01/16/2024	Shelby	Lutz
Penn State Health Hampden Medical Center	Hospital-Inpatient	37828409	01/14/2024	Helen	Reed		Registered	01/17/2024	Jodi S atDOH-BHSR	01/17/2024	Jeevandeep	Singh
UPMC Community Osteopathic	Hospital-Inpatient	37868387	04/16/2024	Carole	Unger		Unregistered	06/04/2024	Admin User			

The toolbar



Use to navigate when there are multiple pages. You can use the arrows to navigate the pages or enter the page number into the field



Use to search for a word or phrase in your report



Use to export your report to a file on your desktop.



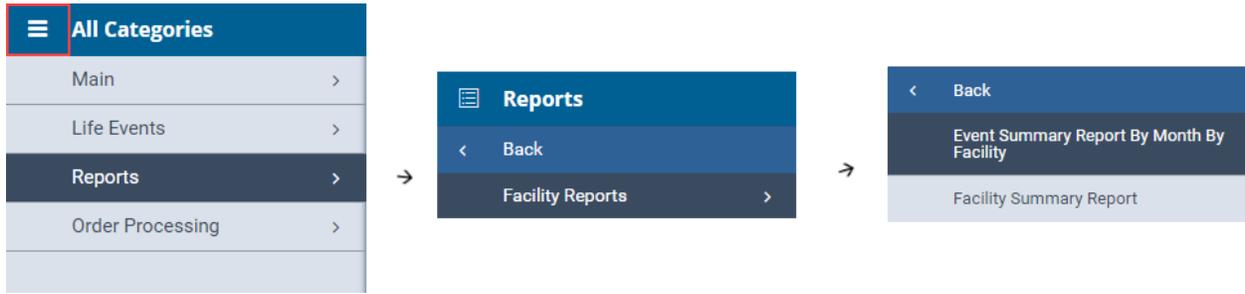
Use to refresh the data in your report.



Use to export to a PDF file for easy printing.

Generating the Event Summary Report by Month by Facility Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Event Summary Report by Month by Facility.



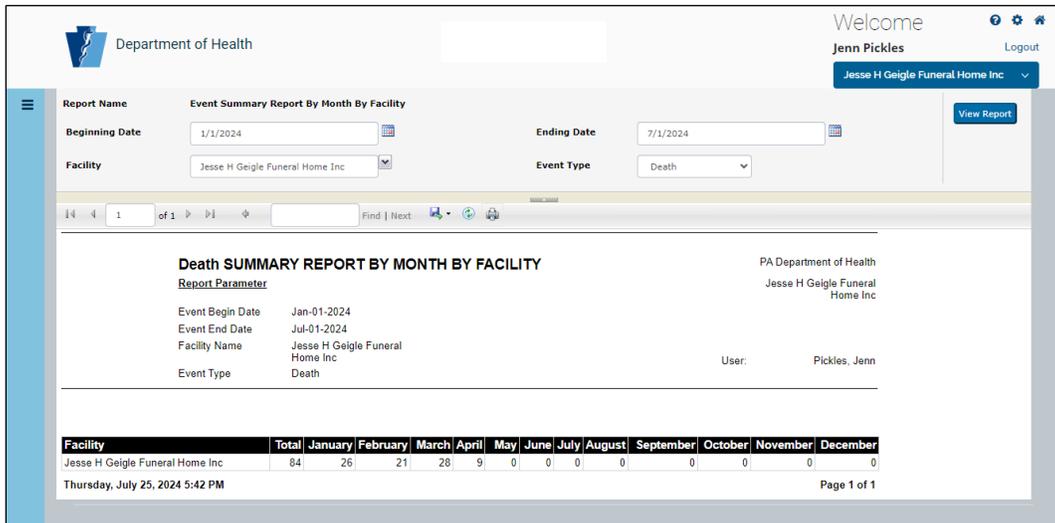
2. Enter your beginning and end date parameters, then click the **View Report** button.

NOTE: The Facility defaults to the facility you are logged in under and the Event Type always defaults to Death.

Viewing the Report Results

When your results display, a toolbar displays above your report. You can use this toolbar to navigate your report if there are multiple pages or export your report to your desktop.

The report shows how many cases were created at your facility regardless of their status for the timeframe you entered.



The screenshot shows the 'Event Summary Report By Month By Facility' interface. The report parameters are: Beginning Date: 1/1/2024, Ending Date: 7/1/2024, Facility: Jesse H Geigle Funeral Home Inc, and Event Type: Death. The report title is 'Death SUMMARY REPORT BY MONTH BY FACILITY'. The report parameters section includes: Event Begin Date: Jan-01-2024, Event End Date: Jul-01-2024, Facility Name: Jesse H Geigle Funeral Home Inc, and Event Type: Death. The user is identified as Jenn Pickles. The report results are displayed in a table with columns for Total, January, February, March, April, May, June, July, August, September, October, November, and December. The data for Jesse H Geigle Funeral Home Inc is: Total: 84, January: 26, February: 21, March: 28, April: 9, May: 0, June: 0, July: 0, August: 0, September: 0, October: 0, November: 0, December: 0. The page is dated Thursday, July 25, 2024 5:42 PM and is Page 1 of 1.

Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	28	9	0	0	0	0	0	0	0	0